



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

October 24, 2023

DIVISION MEMORANDUM

No. 475, s. 2023

**PARTICIPATION TO THE REGIONAL WORKSHOP ON THE PREPARATION AND
SUBMISSION OF FY 2024 BUDGET EXECUTION PLANS**

To: **MARICEL B. JANGAO**, Accountant III
STEPHANIE P. SALIGUMBA, Budget Officer III
This Division

1. Pursuant to Regional Memorandum No. 0555, s. 2023 titled Regional Workshop on the Preparation and Submission of FY 2024 Budget Execution Plans, held at NEAP-RX Lapanan, Cagayan de Oro City, on October 25-26, exclusive of travel time, this Office hereby directs the identified participants to attend the said activity.
2. The participants' travel expenses and other incidentals are chargeable to local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
3. This memorandum will serve as the Authority to Travel.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. Immediate and wide dissemination of this memorandum is desired.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

FINANCE MEETING
OSDS/LMCA



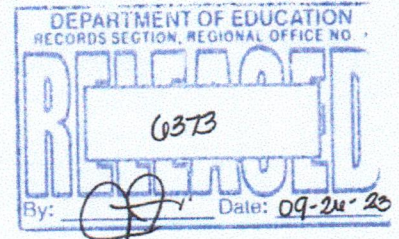
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**Transforming Schools,
Forging Partners**





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



September 22, 2023

REGIONAL MEMORANDUM
No. 0555, s. 2023

REGIONAL WORKSHOP ON THE PREPARATION AND SUBMISSION
OF FY 2024 BUDGET EXECUTION PLANS

To: Schools Division Superintendents
Public Secondary School Principals of Implementing Units
All Others Concerned

1. This Office will conduct the **Regional Workshop on the Preparation and Submission of FY 2024 Budget Execution Plans** at NEAP-RX, Lapasan, Cagayan de Oro City, on October 25-26 (exclusive of travel time).
2. The activity is aimed at complying with the DBM Circular Letter (CL) No. 2022-14 dated October 28, 2022, requiring the **submission of the Annual Budget Execution Plans through encoding in the Department of Budget and Management (DBM) – Unified Reporting System (URS) and duly signed URS-generated hard copies, on or before November 30.**
3. The participants of the workshop are the following:
 - a. Chief Administrative Officer, Supervising Administrative Officer, Administrative Officer V, Administrative Officer IV, Accountant III, and Accountant II from the Regional Office;
 - b. Accountant III and Budget Officer from the Schools Division Offices (SDO); and
 - c. Secondary School Bookkeepers from the Implementing Units (IU).
4. The participants shall submit on or before October 26 the FY 2024 Budget Execution Plans (Budget Execution Document (BED) No. 1 - Financial Plan and BED No. 3 - Monthly Disbursement Program) based on the National Expenditure Program (NEP) for FY 2024.



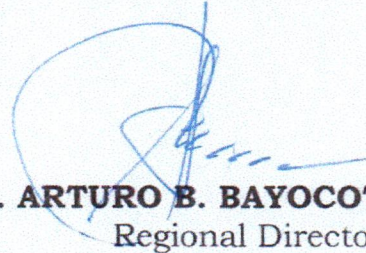
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5. Check-in is on October 24, at 2:00 p.m. while check-out is on October 27, after breakfast. The participants shall register on or before September 25, through the link: <https://bit.ly/RWBED2024Participants>. Travel expenses and other incidentals are chargeable against local funds, subject to the usual budgeting, accounting, and auditing policies, rules, and regulations.

6. This Office directs the immediate and wide dissemination of this Memorandum.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

Allotment: 4-(RO 1-02)

To be indicated in the Perpetual Index
under the following subjects:

ACCOUNTING	REPORTS
FINANCES	WORKSHOP

RE: Regional Workshop on the Preparation and Submission
of FY 2024 Budget Execution Plans

FIN/ian

**Regional Workshop on the Preparation and Submission of
FY 2024 Budget Execution Plans**

25-26 October 2023
NEAP-R10
Lapasan, Cagayan de Oro City

PROGRAM OF ACTIVITIES

TIME	TOPIC/ACTIVITY	IN-CHARGE
<i>October 25, 2023</i>		
8:00 – 9:00	Registration	Rachel Ann M. Sacupayo, CPA Accountant I Host
9:00 – 9:30	Preliminaries National Anthem/Prayer/Rehiyon Diyes/Oratio Imperata (video presentation) Recognition of Participants	
9:30 – 9:45	Welcome Remarks	Mary Ann D. Neri, CPA Chief Administrative Officer
10:00 – 12:00	<ol style="list-style-type: none"> 1. Submission of FY 2024 Budget Execution Plans 2. DBM-URS encoding of BED 1 – Financial Plan (FP) 3. BED 3 – Monthly Disbursement Program (MDP) 4. Other Matters 	Ian A. Cabahug, CPA Supervising Administrative Officer Minerva P. Gabule, CPA Administrative Officer V Waynie Lou T. Ybañez, CPA Accountant III Mary Ann D. Neri, CPA Chief Administrative Officer
LUNCH BREAK		
1:00 – 5:00	Workshop	
<i>October 26, 2023</i>		
8:00 -12:00	Workshop and submission of BEDs	
1:00 - 5:00	Workshop and submission of BEDs	