



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



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**REGIONAL MEMORANDUM**

No. 7814, 2016-

**TO :** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** DIOSDADO M. SAN ANTONIO  
*Director IV*

**SUBJECT :** CORRIGENDUM TO REGIONAL MEMORANDUM NO. 361, s. 2016 (WORKSHOP ON THE CONDUCT OF FY 2017 BUDGET EXECUTION DOCUMENTS (BEDs))

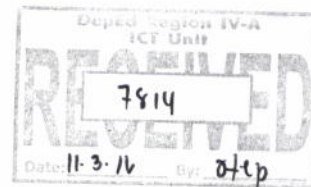
**DATE :** November 2, 2016

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With reference to Regional Memorandum No. 361, s. 2016 dated October 21, 2016, copy of which is attached: The venue on the Conduct of FY 2017 Budget Execution Documents (BEDs) is Lima Park Hotel, Malvar Batangas on November 7-11, 2016.

For your information and dissemination.

Incl.: As stated



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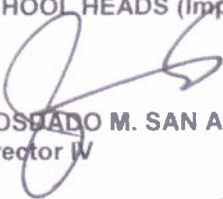
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**REGIONAL MEMORANDUM**

No. 361 s, 2016

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
 SCHOOL HEADS (Implementing Units)

**FROM :**  **DIOSSDADO M. SAN ANTONIO**  
 Director IV

**SUBJECT :** WORKSHOP ON THE CONDUCT OF FY 2017 BUDGET EXECUTION DOCUMENTS (BEDs)

**DATE :** October 21, 2016

7805  
10-25-16 DHP

In compliance with the guidelines stated in National Budget Circular No. 561, dated January 4, 2016, the Finance Division will conduct workshop for FY 2017 Budget Execution Documents (BEDs) in all the Schools Division Offices and Implementing Units which will be held on **November 7-11, 2016**. (venue to be announced). **(HOST: DIVISION OF TANAUAN CITY).**

The objective of the activity is to validate the agency and operating units respective BEDs before FINAL submission to the DepEd Central Office and DBM on November 15, 2016. This covers all current Implementing Units and the New Implementing Units (IUs) for FY 2016. We also include those Non-Implementing Units which applications for Agency Codes are still 'On Process.' Please be reminded that all financial staff who will be involved in this crucial activity shall be responsible in the review and validation of the reports before final submission to the Regional Office. It is understood that each participant will bring the needed documents, Laptops and extension cords during the conduct of the activity, please refer to the attached Annex 'A' for the breakdown of participants.

Participants to this activity are the **School Division Offices Accountants, Budget Officers, Planning Officers/In-charge of the BED 2; and Accountants/Senior Bookkeepers** of implementing units, new IUs and those Non-IUs which applications for Agency Codes are still in process. Below are the lists of reports for your reference:

Report	Particular	Personnel In-Charge	Schedule
1) BED 1	Financial Plan	SDOs Accountants, Budget Officers and Accountants/Senior Bookkeepers of Implementing Units	Nov. 7-8, 2016
2) BED 2	Physical Plan	SDOs Planning Officers/In-Charge of BED 2	Nov. 7-8, 2016
3) BED 3	Monthly Disbursement Program (MDP)	SDOs Accountants, Budget Officers and Accountants/Senior Bookkeepers of Implementing Units	Nov. 7-11, 2016 (with Selected encoders)





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A registration fee of One Thousand Two Hundred Pesos (P1,200.00) per day shall be charged for each participant chargeable against SDOs/IUs MOOE Funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observe and each division is required to submit through fax the confirmation of participants to the Host Division (c/o Ms. Ellen Carandang, SDO Accountant of City Division of Tanauan).

Please be guided accordingly.

