



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



Office of the Regional Director

November 16, 2020

Regional Memorandum

**FINAL SCHEDULE ON THE SEMINAR-WORKSHOP ON THE CONDUCT OF FY 2021
BUDGET EXECUTION DOCUMENTS (BEDs) AND ONLINE SUBMISSION
TO DBM THROUGH UNIFIED REPORTING SYSTEM (URS)**

To Schools Division Superintendents
Principal, Secondary Schools Implementing Units

1. To give time to our Finance personnel in the schools divisions office and implementing units to recuperate from the effects of Typhoon Ulysses, the Finance Division hereby rescheduled the Seminar-Workshop on the Conduct of FY 2021 Budget Execution Documents (BEDs) and Online Submission to DBM Through Unified Reporting System (URS). Below is the adjusted schedule by clusters:

Cluster	Schedule per RM#504 dated 11.9.2020	Final Schedule
1 st Cluster	From November 16-17,2020	November 17-18, 2020
2 nd Cluster	From November 18-19, 2020	November 19-20, 2020
Selected Finance Staff (c/o SDO)	From November 20-25, 2020	November 23-25, 2020

2. This is also to extend our utmost consideration to our SDO and Finance personnel because there are still areas with no internet connection.
3. Please be guided accordingly.

WILFREDO E. CABRAL
Regional Director

fd/lae



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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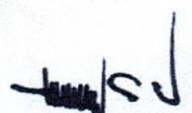
**SEMINAR-WORKSHOP ON THE CONDUCT OF FY 2021 BUDGET EXECUTION
DOCUMENTS (BEDs) AND ONLINE SUBMISSION TO DBM THROUGH
UNIFIED REPORTING SYSTEM (URS)**

To Schools Division Superintendents
Principal, Secondary Schools Implementing Units

1. In compliance with the DBM requirements for ensuring that operations and appropriated budgets are fully disbursed as scheduled, and/or within the fiscal year, the Finance Division will conduct a Virtual Seminar-Workshop for FY 2021 Budget Execution Documents (BEDs) and online submission for all the Schools Division Offices, following the schedule below:

Activity	Date	Participants
1) Preparation of FY 2021 BEDs	November 16-19, 2020	ALL (In 2 Clusters)
2) Consolidation of BEDs	November 20, 2020	Selected Finance Staff (c/o SDOs)
3) Orientation and online encoding of BEDs through URS	November 23-25, 2020	Selected Finance Staff (c/o SDOs)

2. Participants for this activity are the School Division Offices Accountants, Budget Officers and Senior Bookkeepers of Secondary Schools Implementing units. The financial staff who will be involve in this activity shall be responsible on the review and validation of the reports before submission to oversight agencies concerned. All participants are required to attend the virtual workshop on the scheduled date at 9:00 AM to 4:00 PM, please refer to the enclosed schedule by clusters on November 16-19, 2020. Link will be provided by the Regional Office Proper.
3. Please be informed that the submission of BEDs will be on **November 25, 2020** to give enough time to the Regional Office in the finalization of submitted BEDs.
4. Please be guided accordingly.


WILFREDO E. CABRAL
Regional Director



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SCHEDULE BY CLUSTERS**FY 2021 List of SDOs and IUs**

Division/School	No. of IUs (Including SDO)
Cluster 1 - Nov. 16-17, 2020	
1 Division of Quezon	57
2 Division of Rizal	49
3 Division of Antipolo City	11
4 Division of Batangas City	8
5 Division of Calamba City	12
6 Division of Cavite City	3
7 Division of Lipa City	13
8 Division of Sta. Rosa City	7
9 Division of Tanauan City	9
	169
Cluster 2 - Nov. 18-19, 2020	
1 Division of Batangas Prov.	51
2 Division of Cavite Prov.	39
3 Division of Laguna	32
4 Division of Lucena City	5
5 Division of San Pablo City	8
6 Division of Dasmariñas City	9
7 Division of Bacoor City	3
8 Division of Imus City	3
9 Division of Tayabas City	2
10 Division of Biñan City	6
11 Division of Cabuyao City	6
12 Division of Gen. Trias City	4
	168
Regional Office Proper	19
TOTAL	356