



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



November 5, 2021

Regional Memorandum

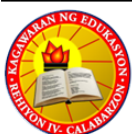
SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2022 BUDGET EXECUTION DOCUMENTS CUM ENCODING IN THE UNIFIED REPORTING SYSTEM

To **Schools Division Superintendents**
Secondary School Heads
Other Concerned

1. In compliance with DBM Circular Letter No. 2021-11 dated October 28, 2021, Guidelines for the Preparation and Reiteration of the Prescribed Submission of the Annual Budget Execution Plans Covering the Fiscal Year (FY) 2022, the Finance Division to conduct the Seminar-Workshop on the Preparation of FY 2022 Budget Execution Documents Cum Encoding in the Unified Reporting System on November 15-19, 2021 (HOST: Schools Division Office of Rizal).
2. The objective of this activity is to reiterate the submission of BEDs prescribed under DBM CL No. 2016- 9 dated October 27, 2016, as amended under DBM CL No. 2017-12 dated October 19, 2017, and DBM CL No. 2018-10 dated November 18, 2018; and to prescribe the encoding protocol in the submission of final and complete BEDs (Nos. 1, 2, and 3) through the Unified Reporting System (URS), including the designated encoding schedule, to avoid network congestion and other system-related issues.
3. A blended orientation (F2F and virtual) will be used in this activity. A minimum of ten (10) participants from the Regional Office Finance Division will be at a separate venue on F2F manner following the health and safety protocols while the others will be attending the virtual/online on a platform and link which will be sent to the email addresses of the participants.
4. Participants to this activity are the Schools Divisions Accountants, Budget Officers, 3 to 5 additional staff from SDOs; Senior Bookkeepers/ School Accountants of the Secondary Schools Implementing Units. Please send through email the list of participants not later than November 11, 2021 to finance.calabarzon@deped.gov.ph.
5. Immediate dissemination of this Memorandum is earnestly desired.


fc.b.b
11.10.21
FRANCIS CESAR B. BRINGAS
Regional Director 

fd/lae



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