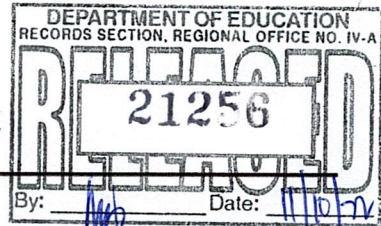




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



27 October 2022

No.738 s.2022

Regional Memorandum

**SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2023
BUDGET EXECUTION DOCUMENTS CUM ENCODING
IN THE UNIFIED REPORTING SYSTEM**

To **Schools Division Superintendents
Secondary School Heads**

1. In compliance with DBM Circular Letter No. 2022-14 dated October 28, 2022, Prescribing Guidelines for the Preparation and Submission of the Annual Budget Execution Plans Covering the Fiscal Year (FY) 2023 Budget and Thereafter, the Finance Division to conduct the Seminar-Workshop on the Preparation of FY 2023 Budget Execution Documents Cum Encoding in the Unified Reporting System on November 16-18, 2022 (HOST: Schools Division Office of Antipolo City).
2. The objectives of this activity are as follows:
 - 2.1 To prescribe the procedures in crafting agency budget execution plans, including deadlines and the appropriate forms to be used therefor;
 - 2.2 To provide guidelines on the encoding of the submission of final and complete BEDs (Nos. 1, 2, and 3) through the Unified Reporting System (URS); and
 - 2.3 To institutionalize the early submission of BEDs and expedite the timely release of funds upon affectivity of the General Appropriations Act (GAA).
3. A blended orientation (F2F and virtual) will be used in this activity. There will be Ten (10) participants from the Regional Office Finance Division which will be at a separate venue on F2F manner following the health and safety protocols. Link will be sent to the email addresses of the participants.
4. Participants in 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



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email the list of participants not later than November 10, 2022 to
finance.calabarzon@deped.gov.ph.

5. Immediate dissemination of this Memorandum is earnestly desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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