



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



13 October 2025

Regional Memorandum
No.759 s.2025

**SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2026
BUDGET EXECUTION DOCUMENTS (BEDs) CUM
ENCODING IN THE UNIFIED REPORTING SYSTEM (URS)**

To **Schools Division Superintendents**
Regional Office Selected Finance Personnel

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 will conduct the Seminar-Workshop on the Preparation of FY 2026 Budget Execution Documents Cum Encoding in the Unified Reporting System on November 6-7, 2025 (HOST: Schools Division Office of Batangas 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 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. Participants in this activity are the Schools Divisions Accountants, Budget Officers, selected preparers of the reports to be identified by the Schools Division Offices and selected Finance personnel from the Finance Division of the Regional Office
4. A Registration Fee of Two Thousand Pesos (Php 2,000.00) each day shall be charged for each participant chargeable against local funds subject to the usual budget, accounting and auditing rules and regulations.
5. Participants must confirm their attendance by accomplishing the registration from through a link to be provided by the Host SDO in the Finance Official GC.



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6. Schools Division Offices may conduct their Division's MDP on October 22-31, 2025 to all Secondary Schools Implementing Units in preparation for the consolidation and finalization on November 6-7, 2025.
7. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 