



DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Corner Don Carlos-Guingona St., City of Malaybalay  
Contact Numbers: 813-2894, 221-4597



Email Address: [depedmiyblycity@yahoo.com](mailto:depedmiyblycity@yahoo.com)

October 18, 2012

DIVISION MEMORANDUM

No. 152 s. 2012

TO : Rhysa Cyle C. Rosalejos, CPA, Division Accountant  
Dhairyl Jean C. Fajardo, ADAS II/Budget Officer-Designate  
Secondary Schools Senior Bookkeepers (Implementing Units Only) Thru  
Secondary School Principal Pariso L. Orong

RE : Conference for the Consolidation of Budget Execution Documents (BEDs)

1. Per above-cited Unnumbered Memorandum dated October 15, 2012 from the DepEd Regional Office, you are hereby directed to report to the Conference Room of the Regional Office on October 23, 2012 at 8:30AM for the consolidation of Budget Execution Documents (BEDs), which is self-explanatory.
2. For strict compliance.

  
EDILBERTO L. OPLENARIA  
Officer-In-Charge  
Schools Division Superintendent

Copy furnished:  
Records Unit



Telephone Nos.: (08822) 727836;722651;727232/Telefax Nos.: (08822)720865;714578;710382;711654

October 15, 2012

DepED - X  
Cagayan de Oro City

OCT 13 2012

**RELEASED**

**MEMORANDUM to:**

Schools Division Superintendent  
Secondary School Principals

Consistent with National Budget Circular No. 543 dated October 10, 2012 and the desire of this Office to submit promptly the accurate Budget Execution Documents (BEDs) which are due for submission to the DepEd Central Office on October 30, 2012, the Division Accountants with their Designated Budget Officer and Secondary Schools Senior Bookkeepers (Implementing Units only) are required to report to the Conference Room of the Regional Office on October 23, 2012 at 8:30AM for the consolidation of the same.

To reiterate, the following are the Budget Execution Documents (BEDs):

1. Physical Plan
2. Financial Plan
3. Monthly Cash Program
4. Estimate of Monthly Income
5. List of Not Yet Due and Demandable Obligations

It is **mandatory** that they bring with them their **completed and finished** Budget Execution Documents (BEDs) ready for consolidation in the venue and to refer to the formats attached in National Budget Circular No. 543.

Travelling and other incidental expenses shall be charged against local funds subject to the usual accounting, budgeting and auditing rules and regulations.

For strict compliance.

*[Signature]*  
**ALLAN G. FARNAZO**  
Schools Division Superintendent  
Officer In-Charge  
Office of the Regional Director

eoy/wlty