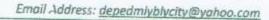


**DEPARTMENT OF EDUCATION** 

Region X-Northern Mindanao

## **DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona St., Cty of Malaybalay Contact Numbers: 813-2894, 221-4597





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)

- 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.
- For strict compliance.

Officer-In-Charge
Schools Division Superintendent

Copy furnished: Records Unit



## Republic of the Philippines Department of Education REGION X- NORTHERN MINDANA Gregorio A. Pelaez Sr. Memorial Sports Center

DepED

Gregorio A. Pelaez Sr. Memorial Sports Center Velez St., Cagayan de oro City

Telephone Nos.: (08822) 727836;722651;727232/Telefax Nos.: (08822)720665;714576;710382;711654

October 15, 2012

COT 13.332

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 arc 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 Duc 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.

ALLAN G FARNAZO
Schools Division Superintendent
Officer In-Charge
Office of the Regional Director

eoy/wlty