



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 29 2020 TIME: 8:00
SEP: 29 2020 NAME: B. N. *gams*

DIVISION MEMORANDUM

NO. 377, s. 2020

TO: Elementary and Secondary School Heads (Non-Implementing Units)
Administrative Assistant II and III in Non-Implementing Units
School Property Custodians
All Others Concerned

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: CONDUCT OF VIRTUAL ORIENTATION ON THE PREPARATION OF FY
2021 BUDGET EXECUTION DOCUMENTS (BEDs)

DATE: September 28, 2020

1. The Department of Budget and Management recently released the National Expenditure Program for FY 2021 of all implementing and non-implementing units. Per Department of Budget of Management Circular Letter (DBM-CL) 2019-13, all departments/agencies/operating units (OUs) are annually required to submit their respective Budget Execution Documents (BEDs) to serve as bases for the formulation of the national government's budget release schedule.
2. In this view, all schools are enjoined to discuss with their respective School Planning Team and initially design its programs, activities and projects for FY 2021 that will serve as a tool in preparing the Budget Execution Documents which will be submitted on October 28, 2020.
3. Further, there will be a virtual orientation on the Preparation of FY 2021 Budget Execution Documents (BEDs) on **October 7, 2020 at exactly 8:30 a.m.** This activity aims to equip the participants with the technical knowledge in preparing:
 - a) Quarterly School Operating Budget for FY 2021;
 - b) Monthly School Cash Program for FY 2021, and;
 - c) Annual Procurement Plan for Common-Use Supplies and Equipment for FY 2021.
4. The participants of the orientation are the following:
 - a. Elementary and Secondary School Heads (non-IUs)
 - b. Administrative Assistant II in schools (non-IUs)
 - c. Administrative Assistant III in schools (non-IUs)
 - d. School Property Custodian/In-charge in preparing APP-CSE

Participants are requested to pre-register in <https://bit.ly/2EJlvDO> on or before Oct. 5, 2020 (Monday).

5. For guidance, compliance and widest dissemination.

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