



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

DM-2021-10-560
DIVISION OF MALAYBALAY CITY
RELEASED
DATE: OCT 18 2021 TIME: 12:01 PM
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DIVISION MEMORANDUM
NO. 140, s. 2021

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
2022 BUDGET EXECUTION DOCUMENTS (BEDs)

DATE: October 12, 2021

1. The Department of Budget and Management recently released the National Expenditure Program for FY 2022 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 2022 that will serve as a tool in preparing the Budget Execution Documents which will be submitted on **October 28, 2021**.
3. Further, there will be a virtual orientation on the Preparation of FY 2022 Budget Execution Documents (BEDS) via MS Teams on **October 19, 2021 at exactly 8:00 a.m.** This activity aims to equip the participants with the technical knowledge in preparing:
 - a) Quarterly School Operating Budget for FY 2022;
 - b) Monthly School Cash Program for FY 2022, and;
 - c) Annual Procurement Plan for Common-Use Supplies and Equipment for FY 2022.
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 at <https://bit.ly/3DAKIP4> on or before Oct. 18, 2021 (Monday). The link for the webinar is <https://bit.ly/3BzE1Xk>.

5. For guidance, compliance and widest dissemination.

/s/ym



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