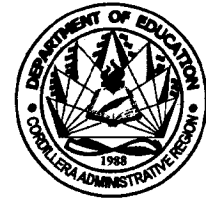




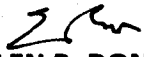
Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM:**

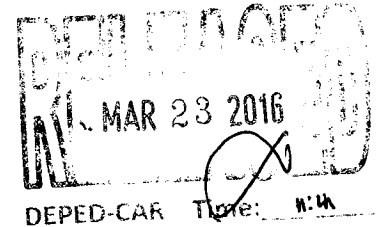
**080 . 2016**

To: ALL SCHOOLS DIVISION SUPERINTENDENTS  
All Schools Divisions

From:   
**ELLEN B. DONATO, Ed.D., CESO III**  
Regional Director

Date: March 22, 2016

Subject: **COORDINATION MEETING OF DIVISION PLANNING OFFICERS (DPOs) AND SENIOR EDUCATION PROGRAM SPECIALISTS (SEPS) FOR PLANNING AND RESEARCH ON THE PREPARATION OF BUDGET EXECUTION DOCUMENT 2 (BED 2) AND BUDGET ACCOUNTABILITY REPORT 1 (BAR 1)**



Relative to the preparation and filling up of BED 2 and BAR 1 Forms, a two-day Coordination Meeting of DPOs and SEPS for Planning and Research will be conducted by the Policy, Planning, and Research Division (PPRD) on April 6-7, 2016 in a venue which will be announced later.

The said activity aims to acquire common understanding on the performance indicators specified in the BED 2 and BAR 1 Forms. Specifically, at the end of the meeting, the participants are expected to:

- a. align the BEDs and BARs indicators with the BE KPI targets;
- b. accomplish the required templates accurately;
- c. submit the following at the end of the meeting:
  1. 2016 BED 2
  2. 4<sup>th</sup> Quarter 2015 BAR 1 ending December 2015, and
  3. 1<sup>st</sup> Quarter 2016 BAR 1 (ending March 31, 2016)
- d. identify regular planning reports required and submitted;
- e. agree on timelines; and
- f. tackle other planning concerns.

Participants to this activity are the following:

- |   |   |           |
|---|---|-----------|
| a. Consultants:   |   |           |
| Regional Director   | - | 1         |
| Assistant Regional Director                                 | - | 1         |
| b. Division Office Participants:                            |   |           |
| Senior Education Program Specialists                        | - | 8         |
| Division Planning Officers                                  | - | 8         |
| Other Division Planning and Research Staff (1 per Division) | - | 8         |
| c. Regional Office Participants:                            |   |           |
| PPRD Staff  | - | 8         |
| ICT Support Staff   | - | 1         |
| <b>Total =</b>  |   | <b>35</b> |

Participants are advised to bring copies of their previously submitted BEDs and BARs for reference in the discussions and workshops, laptops and extension cords, as well as portable wireless internet connections.

Travel expenses of Division Office participants shall be charged to their local funds, while board and lodging for two (2) days shall be shouldered by the Regional Office funds subject to the usual accounting and auditing rules and regulations. Confirmation of participants shall be submitted on or before April 1, 2016 to rpucar@yahoo.com or janet.ambucay@deped.gov.ph. Check-in time will be on April 5, 2016 at 3:00 PM onwards, while check-out time is at 3:00 PM of April 7, 2016. First meal will be Dinner of April 5, 2016 and last meal will be PM Snack of April 7, 2016.

Attendance of all concerned is enjoined.