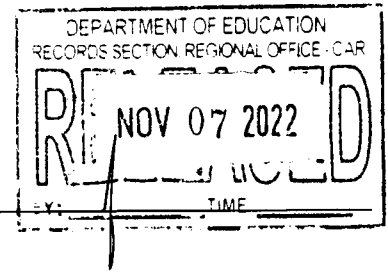




Republic of the Philippines
Department of Education
Cordillera Administrative Region



November 2, 2022

REGIONAL MEMORANDUM
No. 541 .2022

RE-ORIENTATION AND WORKSHOP ON THE PREPARATION AND ENCODING OF
BUDGET EXECUTION DOCUMENTS (BEDs) 1 and 3 FOR FY 2023

TO: Schools Division Superintendent
School Heads of Implementing Units
Division Accountants and Budget Officers
Senior Bookkeepers of Implementing Units
All Others Concerned

1. DBM issued Circular Letter No. 2022-14 dated October 28, 2022 prescribing the guidelines for the preparation and submission of the Annual Budget Execution Plans covering the Fiscal Year FY 2023 Budget and Thereafter.
2. To give technical assistance and to ensure that the FY 2023 Budget Execution Documents are timely, accurately and completely prepared and encoded in the Unified Reporting System (URS) of the Department of Budget and Management, a re-orientation and workshop on the preparation and encoding of the Budget Execution Documents is scheduled on November 15 to 18, 2022, inclusive of travel time at a venue within Baguio City.
3. Participants to the seminar-workshop are finance personnel of the regional Office, Eight (8) Schools Division Offices and Fifty Five (55) Secondary Schools classified as Implementing Units. Specifically, the number of participants from the region and schools divisions are as follows:

Region/Schools Division	Number of Participants
Regional Office	8
Division of Abra	11
Division of Apayao	7
Division of Benguet	19
Division of Ifugao	10
Division of Kalinga	8
Division of Mt. Province	14
Division of Baguio City	11
Division of Tabuk City	7
Total	95





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6. Expenses for board and lodging shall be shouldered by the Regional Office while travelling expenses of participants shall be charged against their respective local funds. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting, and auditing rules and regulations. Check in will be in the afternoon of November 15, 2022. First meal to be served is dinner of the same day while last meal to be served is breakfast of November 18, 2022.
8. Participants are required to bring their laptops, copies of their Financial Accountability Report (FAR) No. 1 as of September 30, 2022 and list of possible unpaid obligations.
9. Immediate and wide dissemination of this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

SGT/clp

