



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 26, 2021



DIVISION MEMORANDUM

No. 449, s. 2021

VIRTUAL COORDINATION MEETING FOR FY 2022 BUDGET EXECUTION DOCUMENTS (BEDs) PREPARATION AND ONLINE SUBMISSION TO DBM THROUGH UNIFIED REPORTING SYSTEM (URS)

To: Public Schools District Supervisors
School Heads of Secondary Implementing Unit Schools (IU-Schools)
Finance Staff or Designated Bookkeeper of Secondary IU-Schools
All Others Concerned

1. Pursuant to Department of Budget and Management (DBM) Circular Letter No. 2016-9 dated October 27, 2016 titled "Submission of the Annual Budget Execution Plans" and DBM Circular Letter No. 2020-13 dated October 26, 2020 "Reminding Agency Submission of Budget Execution Documents for FY 2021 and for Other Purposes", the Finance Unit will conduct a Virtual Coordination Meeting for FY 2022 Budget Execution Documents (BEDs) Preparation and online submission of all Implementing Unit Schools on **November 9, 2021** at 8:30 AM to 5:00 PM thru Google Meet. The link for this activity will be emailed to the participants' registered email addresses before the conduct of the said activity.
2. Participants of this activity are the Accountants, Bookkeepers and Designated Bookkeepers of forty-six (46) Implementing Unit Schools. The meals of the participants on-site shall be provided and chargeable against MOOE-DO 2021 subject to the usual budgeting, accounting and auditing rules and regulations.
3. The usual health protocols shall strictly be observed during the conduct of this activity.
4. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD., CESO V
Schools Division Superintendent 

/MAJ/BSS/arlh



Poblacion, Numancia, Aklan

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Pob., Numancia, Aklan

**VIRTUAL COORDINATION MEETING FOR FY 2022 BUDGET EXECUTION DOCUMENTS (BEDs)
PREPARATION AND ONLINE SUBMISSION TO DBM THROUGH UNIFIED REPORTING SYSTEM (URS)
November 9, 2021**

Training Matrix

PROGRAM FLOW	
8:30 - 9:00 AM	Opening Program
9:00 - 9:15 AM	Training Overview (Ms. BELLA S. SUANTE)
9:15 - 11:00 AM	BED 3 Preparation and Encoding in the URS (NEP Level) (Ms. ANN RAYSHELLE L. NADUA)
11:00 - 12:00 NN	Question and Answers
12:00 - 1:15 PM	Lunch Break
1:15 - 1:30 PM	Afternoon Preliminaries
1:30 - 3:30 PM	BED 1 Preparation and Encoding in the URS (NEP Level) (Ms. CHARISSA Z. SAJISE)
3:30 - 4:00PM	Question and Answers
4:30 - 5:00 PM	Closing Program
FACILITATORS:	
Ms. Geovelyn D. Isedenia	RESOURCE PERSON:
Mr. Kenneth G. Iglesia	Ms. Marissa A. Jimundo

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