



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

November 6, 2024

DIVISION MEMORANDUM

No. **534**, s. 2024

**SUBMISSION OF FY 2025 BUDGET EXECUTION DOCUMENTS (BEDs) –
NATIONAL EXPENDITURE PROGRAM (NEP) LEVEL**

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. 2022-14 dated October 28, 2022 "*Prescribing Guidelines for the Preparation and Submission of the Annual Budget Execution Plans covering the Fiscal Year (FY) 2023 Budget and Thereafter*".
2. Please be reminded of the Division Deadline and manner of submission to wit:

Report	Format	Deadline of Submission
BED 1 and 3 – FY 2025 NEP Level (<i>URS Generated and Submitted Status</i>)	2 copies in long bond paper signed in fresh ink	November 22, 2024

3. Immediate dissemination and compliance of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ

Chief Education Supervisor
Schools Governance and Operations Division
In-charge of the Division

Encl. : as stated
Reference : as stated

To be indicated in the Perpetual Index
Under the following subjects:

FUNDS PLANS REPORTS

/MAJ/ARLN



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