

Republic of the Philippines DEPARTMENT OF EDUCATION

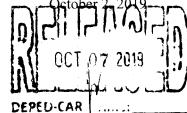
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601

Email:



REGIONAL MEMORANDUM 333.2019



WORKSHOP ON THE SUBMISION OF 2020 BUDGET EXECUTION DOCUMENTS (BEDs) NO. 1 AND NO. 2 (FINANCIAL PLAN AND MONTHLY DISBURSEMENT PROGRAM (MDP)

TO: Schools Division Superintendent All Others Concerned

Website:

- The Regional Office through the Finance Division will conduct a Workshop on the Preparation of 2020 Budget Execution Documents- Financial Plan (BED 1) and Monthly Disbursement Program (BED 3) on November 20 to 22, 2019 (exact venue to be announced later);
- 2. The workshop aims to:
 - Facilitate the preparation of the 2020 Financial Plan and Monthly Disbursement Program of each Implementing Unit;
 - Facilitate the encoding of a finalize and complete 2020 Financial Plan and Monthly Disbursement Program to the Unified Reporting System (URS); and
 - Generate the said Budget Execution Documents from the Unified Reporting System (URS) for submission to the Department of Budget and Management on or before November 29, 2019.
- Participants to this activity are finance staff from the Regional Office, Schools Division Offices and Schools classified as Implementing Units who will actually prepare the Budget Execution Documents. The number of participants are as follows:

Divisions	F	М	Total
Regional Office	1	9	10
SDO- Abra	2	7	9
SDO- Apayao	1	6	7
SDO- Benguet	1	14	15
SDO- Ifugao	2	8	10
SDO- Kalinga		8	8
SDO- Mt. Province	1	13	14
SDO- Baguio City	1	10	11
SDO- Tabuk City	2	5	7
Total	11	80	91

Public Affairs Unit

Legal Unit

Contact Numbers (Area Code: 074): Office of the Regional Director 422-1318 Fax Office of the ARD ICT Unit

422-4074 422-9590 422-1310 423-2214 Administrative Division Cash Section Payroll Section Records Section Supply Section

423-2215 424-3993 423-2213 422-2198 CLMD LRMDS **ESSD** Finance Division

422-7096 422-0615 423-2218 422-5155 424-5187

HRDD NEAP-R PPRD QuAD COA

422-9590

422-5500



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Website-



- Expenses for board and lodging shall be shouldered by the Regional Office 4. while travelling expenses of participants shall be charged against their respective local funds.
- All disbursements relative to the conduct of this coordination meeting shall 5. be subject to the usual budgeting, accounting and auditing rules and regulations.
- First meal is lunch of November 20, 2019 while last meal is A.M. Snack of 8. November 22, 2019. The activity will start at 1:00 P.M. on November 20, 2019.
- Immediate and wide dissemination of this Memorandum is desired. 10.

MAY B. ECLAR, Ph. D., CESO V Regional Director

SGT/clp

Contact Numbers (Area Code: 074):