



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 October 2025

DIVISION MEMORANDUM
DM No. 1058, s. 2025

**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2026 BUDGET
EXECUTION DOCUMENTS (BEDs)**

To: Accountants and Senior Bookkeepers of Implementing Units
All Others Concerned

1. In reference to Deped Regional Memorandum No. 759 s. 2025, titled Seminar-Workshop on the Preparation of FY 2026 Budget Execution Documents (BEDs) cum Encoding in the Unified Reporting System (URS), this office will conduct a Division Seminar-Workshop on the preparation of FY 2026 Budget Execution Documents (BEDs) on **October 27-29, 2025**. Day 0 is on October 26, 2025, allocated for travel time of those coming from beyond 50-km radius, where participants may check-in at the venue, chargeable to School MOOE or at their own expense in case of insufficient funds. The venue of the said activity will be announced through a separate Memorandum.
2. Accountants and Senior Bookkeepers of Implementing Units are the participants in this activity, along with the Technical Working Committee from the Division Office. The participants are expected to be at the venue by 8:00 am.
3. By the end of the seminar-workshop, participants are expected to be able to:
 - a. Explain the purpose, structure, and content of BEDs 1 and 3 in the context of DBM CL No. 2022-14 and DepEd policies.
 - b. Identify common errors and challenges in the preparation of BEDs and apply corrective measures.
 - c. Correctly fill out BED 1 (Physical and Financial Plan) based on approved Work and Financial Plans (WFPs), reflecting accurate physical targets and corresponding financial requirements.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

- d. Accurately prepare BED 3 (Monthly Disbursement Program) aligned with projected monthly cash requirements and implementation schedules.
 - e. Collaborate with Division Finance personnel (Accounting and Budget) for clarification, validation, and guidance during the preparation process.
 - f. Submit completed BEDs 1 and 3 for consolidation and facilitate timely submission to the DepEd Regional Office.
4. All the participants are expected to bring their own laptop, calculator, and other relevant documents needed for the preparation of BEDs. It is also advised to bring extension wire/s and **registration fee for each participant, amounting to P5,200.00**, which will cover meals and accommodations.
 5. This is a live-in seminar-workshop. Food expenses, accommodation, travel, and incidental expenses of the Implementing Units (IUs) participants shall be charged against school MOOE, while expenses of the Division Office Technical Working Group (TWG) shall be charged against Division MOOE and subject to usual accounting and COA auditing rules and regulations.
 6. Attached herewith are the Program Guide, List of Participants, and TWG members for reference.
 7. Immediate dissemination and strict compliance of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm10/21/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure to DM No. 1058, s. 2025

PROGRAM MATRIX

Day 1 – Orientation and Workshop Kick-off

Time	Activity	Facilitator(s)	Methodology
8:00 – 8:30 AM	Registration of Participants	WMT	On-site registration
8:30 – 9:00 AM	Opening Program• Prayer• National Anthem• Welcome Remarks	WMT	Ceremony
9:00 – 9:30 AM	Statement of Purpose and Objectives of the Workshop	Edmundo R. Marin, Jr.	Presentation
9:30 – 10:15 AM	Overview of DBM CL No. 2022-14 and BEDs Requirements	Catherine A. Pureza/AO V-Budget Officer III	Lecture
10:15 – 10:30 AM	Health Break		
10:30 – 12:00 NN	Demonstration: Filling Out BED 1 and BED 3 Templates	Arienne Cejane - Falqueza	Guided walk-through/demo
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	Start of Workshop: Hands-on Preparation (BED 1 & 3)	Facilitators assist	Hands-on with coaching
2:30 – 3:00 PM	Health Break		
3:00 – 5:00 PM	Continuation: Hands-on Preparation (BED 1 & 3)	Facilitators assist	Hands-on with coaching

Day 2 – Workshop Continuation

Time	Activity	Facilitator(s)	Methodology
8:00 – 8:30 AM	Recap of Day 1 and Instructions for Day 2	WMT	Recap discussion
8:30 – 10:00 AM	Continuation: Hands-on Preparation (BED 1 & 3)	Facilitators assist	Hands-on with coaching
10:00 – 10:15 AM	Health Break		
10:15 – 12:00 NN	Continuation: Hands-on Preparation (BED 1 & 3)	Facilitators assist	Hands-on with coaching
12:00 – 1:00 PM	Lunch Break		

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Time	Activity	Facilitator(s)	Methodology
1:00 – 3:00 PM	Continuation: Hands-on Preparation (BED 1 & 3)	Facilitators assist	Hands-on with coaching
3:00 – 3:15 PM	Health Break		
3:15 – 5:00 PM	Review and Peer Validation of BED 1 and BED 3 Outputs	Participants and Facilitators	Group work, peer review

Day 3 – Finalization and Consolidation

Time	Activity	Facilitator(s)	Methodology
8:00 – 8:30 AM	Recap of Day 2 and Final Day Instructions	WMT	Recap
8:30 – 10:00 AM	Final Adjustments and Encoding of Corrected Data	Participants, with Facilitators	Assisted finalization
10:00 – 10:15 AM	Health Break		
10:15 – 12:00 NN	Finalization of BEDs 1 and 3	Participants and Facilitators	Final check
12:00 – 1:00 PM	Lunch Break		
1:00 – 3:00 PM	Consolidation of BEDs	WMT	Compilation and encoding
3:00 – 3:15 PM	Health Break		
3:15 – 4:00 PM	Closing Program <ul style="list-style-type: none"> • Synthesis • Sharing of Insights • Closing Message 	WMT	Sharing and feedback
4:00 – 5:00 PM	Distribution of Certificates and Submission of Outputs	WMT	Output submission

SDO Personnel (Workshop Management Team)

1. Edmundo R. Marin Jr./Accountant III	8. Maria Rafaela Miguela Jimenez/ADAS III
2. Catherine A. Pureza/AO V-Budget Officer III	9. Jewel Lee De Pusoy/ADA VI
3. Sherelyn O. Pardilla/OIC-Planning Officer	10. Lorena G. Abdon- AO II
4. Shiela Javen/AO IV-Cashier II	11. Connie Abulencia/ADAS III
5. Brandon E. De Mesa/ADAS III	12. Ana-Norwina A. Zarsadias/Nurse II
6. Marichelle A. Lu/ADAS III	13. Heide H. Gabriel/Nurse II
7. January E. De Mesa/ADAS III	

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

List of Participants
Senior Bookkeepers/Accountant of IU's:

BENJAMIN E. CARABUENA	ABUYON NATIONAL HIGH SCHOOL
JASMIN B. DELA VICTORIA	ALABAT ISLAND NATIONAL HIGH SCHOOL
MARY GRACE M. CLEMENTES	AMONTAY NATIONAL HIGH SCHOOL
MARY JOAN ANTONETTE F. RAFON	ATIMONAN NATIONAL COMPREHENSIVE HIGH SCHOOL
LOIDA S. DAMASO	BINULASAN INTEGRATED SCHOOL
ELIZABETH T. PALMA	BONDOC PENINSULA AGRICULTURAL HIGH SCHOOL
ORLITO A. DECENA	BUKAL SUR NATIONAL HIGH SCHOOL
JOSEFINO N. JENIOSA JR	BURDEOS NATIONAL HIGH SCHOOL
ARLENE D. ASILO	CABAY NATIONAL HIGH SCHOOL
MEDEL G. GARCIA	CALAUAG NATIONAL HIGH SCHOOL
LYN V. BANQUILES	SAN ANDRES NATIONAL HIGH SCHOOL (FORMERLY CAMFLORA NHS)
EVANGELINE A. VIDUYA	CANDA NATIONAL HIGH SCHOOL
LOURY FHE M. DURANTE	CONCEPCION NATIONAL HIGH SCHOOL
EMELOU L. SEVERINO	DAGATAN NATIONAL HIGH SCHOOL
LOTA C. BALITAN	DOLORES MACASAET NATIONAL HIGH SCHOOL
MARY ANN A. TORRES	DR. MARIA D. PASTRANA NATIONAL HIGH SCHOOL
EVELYN P. CEDARIA	DR. PANFILO CASTRO NATIONAL HIGH SCHOOL
CAROLINE M. CASIDSID	ELIAS A. SALVADOR NHS
JESSA M. BAGUI	GUINAYANGAN NATIONAL HIGH SCHOOL
ROWENA C. ASINAS	GUMACA NATIONAL HIGH SCHOOL
MARY GRACE V. GOROSPE	HONDAGUA NATIONAL HIGH SCHOOL
LEONILYN P. CRISOSTOMO	INFANTA NATIONAL HIGH SCHOOL
MICHELLE C. ARANDELA	LAMON BAY SCHOOL OF FISHERIES
CRIZETTE E. APOSTOL	LIBO NATIONAL HIGH SCHOOL
GLAIZA M. CAHILIG	LOPEZ NATIONAL COMPREHENSIVE HIGH SCHOOL
RODOLFO ALLAN C. CORNEJO	LUTUCAN INTEGRATED NATIONAL HIGH SCHOOL
MARK VINCENT N. VILLEGAS	MAGALLANES NATIONAL HIGH SCHOOL
ANNA ROSE A. TOLENTINO	MALINAO ILAYA INTEGRATED NATIONAL HIGH SCHOOL
ARNEL T. DELLOSA	MANUEL S. ENVERGA MEMORIAL SCHOOL OF ARTS AND TRADES

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

ICON WON M. BANTOLO	MARCIAL B. VILLANUEVA NATIONAL HIGH SCHOOL
OLIVER G. ORIGENES	OLONGTAO NATIONAL HIGH SCHOOL
LALAINA M. CURIA	PAARALANG SEKUNDARYA NG HENERAL NAKAR
MARIBETH J. AFABLE	PAARALANG SEKUNDARYA NG LUCBAN
JEMIMAH E. OLARTE	PAGBILAO GRANDE ISLAND NATIONAL HIGH SCHOOL
MARIA AMABELLE B. AYALA	PAGBILAO NATIONAL HIGH SCHOOL
MARK ANGELO M. VENDER	PAGSANGAHAN NATIONAL HIGH SCHOOL
MANILYN MAE R. SACDALAN	PATNANUNGAN NATIONAL HIGH SCHOOL
RONMEL B. MACABANSAG	PEREZ NATIONAL HIGH SCHOOL
REALISSA E. GARAY	POLILLO NATIONAL HIGH SCHOOL
ROSALIE A. IBAL	QUEZON NATIONAL HIGH SCHOOL
CARLOS J. SANCHEZ	RECTO MEMORIAL NATIONAL HIGH SCHOOL
EVANGELINE M. AMBAY	SAN ANTONIO NATIONAL HIGH SCHOOL
MYLA DL. RESURRECCION	SAN ISIDRO NATIONAL HIGH SCHOOL-CATANAUAN, QUEZON
CARMELITA P. PEÑALES	SAN ISIDRO NATIONAL HIGH SCHOOL-GENERAL LUNA
ROSALYN A. MARIANO	SILANGANG MALICBOY NATIONAL HIGH SCHOOL
MA. JONA B. TUANQUI	STO. DOMINGO NATIONAL HIGH SCHOOL
FREDA R. ELEAZAR	TAGKAWAYAN NATIONAL HIGH SCHOOL
LOURDES M. MAYUGA	TALIPAN NATIONAL HIGH SCHOOL
MILLARDO A. RAMALLOSA	TONGOHIN NATIONAL HIGH SCHOOL
RENANTE P. MIRAS	UNGOS INTEGRATED NATIONAL HIGH SCHOOL
VANESSA D. ABELLA	UNISAN INTEGRATED HIGH SCHOOL
REYNIEL M. BANDILLO	PAIISA NATIONAL HIGH SCHOOL
LECYL C. ROCHA	GODOFREDO M. TAN INTEGRATED SCHOOL OF ARTS AND TRADES
ARIANNE C. FALQUEZA	BUENAVISTA NATIONAL HIGH SCHOOL-BUENAVISTA, QUEZON
GLAZEL A. CAPA	LUSACAN NATIONAL HIGH SCHOOL
JAYMER F. INTOY	STA. CATALINA NHS
DARLENE SHANE J. SALAYO	SAMPALOC NATIONAL HIGH SCHOOL
AIKO B. ETREROS	LEONARD D VERA NATIONAL HIGH SCHOOL
JENALYN C. OSUNA	CAGSIAY I NATIONAL HIGH SCHOOL
CHERRY MAY M. SAMIADO	HINGUIWIN NATIONAL HIGH SCHOOL

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321