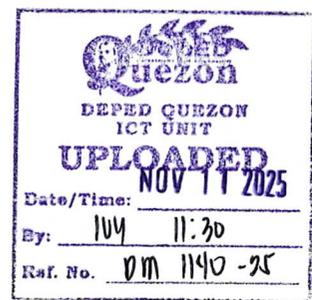




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 November 2025

DIVISION MEMORANDUM
DM No. 1140, s. 2025

SUBMISSION OF PHYSICAL AND FINANCIAL PLAN (BEDs 1) AND MONTHLY DISBURSEMENT PROGRAM (BEDs 3) FOR FY 2026

To: All School Heads of Implementing Units
All Others Concerned

1. In reference to DBM Circular No. 2022-14 titled "Prescribing Guidelines for the preparation and submission of the Annual Budget Execution Plans covering the Fiscal year (FY) 2023 and thereafter" this Office hereby informs all Implementing Units of the required submission of the Physical and Financial Plan (BEDs 1) and Monthly Disbursement Program (BEDs 3) for FY 2026.
2. The deadline for the submission is on or before **November 13, 2025 (Thursday) at exactly 12:00 noon**. The noon deadline is set to allow the **Division Office sufficient time to review, consolidate, and finalize** all reports prior to the **submission to the Department of Budget and Management (DBM) Head Office on November 14, 2025**. Please be reminded that **no extensions shall be granted** beyond the prescribed deadline.
3. **ALL** Budget Execution Documents (BEDs 1 & 3) generated from the school's URS **must be:**
 - 3.1. Printed on legal-size bond paper,
 - 3.2. Prepared in three (3) copies, and

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

- 3.3. Submitted directly to the **Accounting Section at the Division Office, c/o Ms. January E. De Mesa with corresponding Document Tracking System (DTS) control number.**
4. Immediate dissemination of and **strict compliance** with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accahm 11/07/2025

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