



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

10 November 2021

DIVISION MEMORANDUM

DM No. 857, s. 2021

DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2022 BUDGET EXECUTION DOCUMENTS (BEDs)

To: Accountants and Senior Bookkeepers of Implementing Units
All concerned

1. In line with preparation of agency's budget for FY 2022, this office shall conduct a division seminar-workshop on the preparation of FY 2022 Budget Execution Documents (BEDs) on **November 15-17, 2021 at Paul Hall, M.I. Sevilla's Farm and Resort, Brgy. Domoit, Lucena City.**
2. Accountants and Senior Bookkeepers are the participants of this activity along with the technical working committee from the division office. The participants are expected to be at the venue at 8:00 am.
3. Everyone is expected to bring their own laptop, calculator, and relevant reports and documents needed for the preparation of BEDs. It is also advised to bring extension wire/s.
4. This is a live-in seminar-workshop. Food expenses and accommodation shall be charged against division HRTD Fund while travel and incidental expenses of the participants are chargeable to their respective school MOOE and subject to usual accounting and COA auditing rules and regulations
5. To ensure the safety of everyone, health protocols shall be strictly enforced in accordance with the IATF guidelines during the activity. A health officer strictly monitor the minimum public health standards and provide medical assistance as necessary. Moreover, participants are

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required to wear their protective gears. Also, participants who are over sixty-five years of age and those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall not be required to participate in this activity.

6. All participants should accomplish the online health declaration form of the division office before entering its premises through this link <https://tinyurl.com/21HeaalthDeclaratio-Trainings> or bring health clearance.
7. For strict compliance of all concerned.

ELIAS A. ALICAYA, JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

accz/z11/10/2021

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