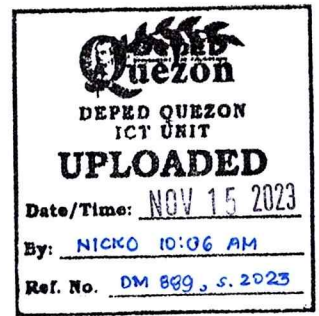




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 November 2023

DIVISION MEMORANDUM

DM No. 889, s. 2023

**WORKSHOP ON THE ONLINE ENCODING AND SUBMISSION OF THE FY 2024
BUDGET EXECUTION DOCUMENTS (BEDs) ON THE DBM UNIFIED
REPORTING SYSTEM (URS)**

**To: Assistant Schools Division Superintendents
Division Chief – SGOD
Selected School Heads – Implementing Units**

1. In compliance with **DBM Circular Letter No. 2022-14**, dated **October 28, 2022**, entitled, “**Prescribing Guidelines for the Preparation and Submission of the Annual Budget Execution Plansa covering the Fiscal 2023 Budget and Thereafter**”, this Office through the Accounting and Budget Units will hold a Workshop on the Online Encoding and Submission of the FY 2024 BEDs on the DBM URS on November 15-17, 2023 at M.I. Sevilla’s Farm and Resort, Brgy. Domoit, Lucena City.
2. This is **to be participated only** by the following **financial personnel** from selected Implementing Units:

Name	Position	School
1. Benjamin Carabuena	Senior Bookkeeper	ABUYON NHS
2. Evangeline Viduya	Senior Bookkeeper	CANDA NHS
3. Arnel Dellosa	Accountant I	MSEMSAT
4. Anna Rose Tolentino	Senior Bookkeeper	MALINAO ILAYA INHS
5. Gellie Marie Sedilla	Senior Bookkeeper	SAN ANTONIO NHS
6. Jemimah Olarte	Senior Bookkeeper	PAGBILAO GRANDE IS. NHS
7. Kimberly Magalona	Senior Bookkeeper	ATIMONAN NCHS

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

8. Loury Fe Durante	Senior Bookkeeper	CONCEPCION NHS
9. Arianne Cejane	Senior Bookkeeper	BUENAVISTA NHS
10. Francis Alvasan	Senior Bookkeeper	MARCIAL VILLANUEVA NHS

They will serve as the **encoders of financial data for all Implementing Units.**

3. The following Division Personnel will also join to provide technical assistance on the encoding, checking, validation and finalization of reports:

Name	Position	Office
1. Lorena Abdon	ADAS III	Accounting
2. Marichelle Lu	ADAS III	Accounting
3. Edmundo Marin, Jr.	Accountant III	Accounting
4. Catherine A. Pureza	AO V/Budget Officer III	Budget

The above listed personnel will also be incharged of the **encoding of financial data for all Non-Implementing Schools, Learning Centers and for the Division Office Proper.**

5. Food, accomodation, travelling, per diem and other incidental relative to this activity shall be charged against the GASS-MOOE of the Division Office subject to the budget, accounting and auditing rules and regulations.
6. Immediate dissemination and compliance of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

budcap11/14/2023

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