



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



10 November 2022

**DIVISION MEMORANDUM**  
DM No. 936, s. 2022

**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2023 BUDGET  
EXECUTION DOCUMENTS (BEDs)**

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

1. In reference to DepEd Regional Memo No. 738, s. 2022, titled Seminar-Workshop on the Preparation of FY 2023 Budget Execution Documents Cum Encoding in the Unified Reporting System, this office will conduct a division seminar-workshop on the preparation of FY 2023 Budget Execution Documents (BEDs) on November 16–18, 2022. Day 0 is on November 15, 2022, allocated for travel time, where participants may check-in at the venue at their expense. This is to accommodate participants coming from far or remote stations. The venue of the said activity will be announced through a separate Memorandum.
2. Accountants and Senior Bookkeepers 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 a.m.
3. This seminar-workshop seeks to:
  - a. Prescribe the procedures in crafting agency budget execution plans, including deadlines and the appropriate forms to be used
  - b. Provide guidelines on the encoding of the submission of final and complete BEDs through the Unified Reporting System (URS)
  - c. Instructionalize the early submission of BEDs and expedite the timely release of funds upon effectivity of the General Appropriations Act (GAA).

DEPEDQUEZON-TM-SDS-04-009-003



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4. All the participants are 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 and **Php 6,000.00 registration fee for each participant**, 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 Division Office Technical Working Group (TWG) shall be charged against Division MOOE and subject to usual accounting and COA auditing rules and regulations.
6. All the participants are requested to adhere to minimum public health and safety standards in accordance with the IATF/DOH guidelines throughout the activity.
7. Attached herewith are the Program Guide and List of Participants for reference.
8. Immediate dissemination and strict compliance of this Memorandum is desired.

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

accmrg11/10/2022

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Enclosure to DM No. 936, s. 2022

**DIVISION SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2023 BUDGET  
EXECUTION DOCUMENTS (BEDs)**

PROGRAM GUIDE

**Day 1**

<b>Time</b>	<b>Activity/ Topic</b>	<b>Facilitator/ Speaker</b>
07:00 am - 08:00 am	Registration	Division Office TWG
08:01 am - 08:30 am	Opening Program	TWG - AVP
	Presentation of Participants	Division Office TWG
	Opening Remarks	Edmundo R. Marin, Jr. OIC - Accounting Section
	Inspirational Message	Elias A. Alicaya, Jr. EdD OIC - SDS
08:31 am - 12:00 nn	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
12:01 pm - 01:00 pm	Lunch Break	
01:01 pm - 04:30 pm	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
04:31 pm - 05:00 pm	Reminders/ Evaluation Link Closing Prayer	OIC - Accountant/ BO III/ Division Office TWG

**Day 2**

<b>Time</b>	<b>Activity/ Topic</b>	<b>Facilitator/ Speaker</b>
08:00 am - 08:30 am	Nationalistic Song/ Opening Prayer/ Energizer/ Roll Call of Participants/ Recap	TWG - AVP Participants
08:31 am - 12:00 nn	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
12:01 pm - 01:00 pm	Lunch Break	
01:01 pm - 04:30 pm	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
04:31 pm - 05:00 pm	Reminders/ Announcement Evaluation Link Closing Prayer	OIC - Accountant/ BO III/ Division Office TWG

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**Day 3**

<b>Time</b>	<b>Activity/ Topic</b>	<b>Facilitator/ Speaker</b>
08:00 am - 08:30 am	Nationalistic Song/ Opening Prayer/ Energizer/ Roll Call of Participants/ Recap	TWG - AVP Participants
08:31 am - 12:00 nn	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
12:01 pm - 01:00 pm	Lunch Break	
01:01 pm - 04:30 pm	Seminar Proper (inclusive of working break)	Regional Office / Division Office TWG
04:31 pm - 05:00 pm	Reminders/ Announcement Evaluation Link Closing Prayer	OIC - Accountant/ BO III/ Division Office TWG

*-Nothing follows.-*

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**LIST OF PARTICIPANTS**

**Division Office Technical Working Group**

No.	Name	Position
1	Catherine A. Pureza / Rowena S. Adalim	Budget Officer III/ Administrative Assistant III
2	Edmundo R. Marin, Jr.	Accountant I - OIC Section Head
3	Chaenkee C. De Los Reyes	Administrative Assistant III
4	Lorena G. Abdon	Administrative Assistant III
5	Mary Rose L. Gordula	Administrative Assistant III
6	Brandon E. De Mesa	Administrative Assistant III
7	Marichelle A. Lu	Administrative Assistant III
8	Joanna Marie L. Mercado	Administrative Assistant III
9	Division Health Officer	Nurse

**Implementing Units Personnel**

No.	School Name	Name
1	Abuyon National High School	Benjamin E. Carabuena
2	Alabat Island National High School	Jasmin B. Dela Victoria
3	Amontay National High School	Michelle Zaide
4	Atimonan National Comprehensive High School	Kimberly V. Magalona
5	Binulasan Integrated School	Loida S. Damaso
6	Bondoc Peninsula Agricultural High School	Elizabeth T. Palma
7	Buenavista National High School	Arianne E. Cejane
8	Bukal Sur National High School	Orlito A. Decena
9	Burdeos National High School	Lorna A. Afable
10	Cabay National High School	Arlene D. Asilo
11	Calauag National High School	Medel G. Garcia
12	Camflora National High School	Arianne Marisse D. Renales
13	Canda National High School	Evangeline A. Viduya
14	Concepcion National High School	Loury Fhe Durante
15	Dagatan National High School	Ma. Gloria I. Kapalungan
16	Dr.Maria D. Pastrana High School	Mary Ann A. Torres
17	Dr.Panfilo Castro National High School	Evelyn P. Cedaria
18	Elias A. Salvador National High School	Minerva D. Mancilla
19	Godofredo M. Tan Memorial School of Arts and Trades	Francis C. Lingahan

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20	Guinayangan National High School	Criselda V. Gilbuena
21	Gumaca National High School	Rowena C. Asinas
22	Hondagua National High School	Mary Grace V. Gorospe
23	Infanta National High School	Leonilyn P. Crisostomo
24	Lamon Bay School of Fisheries	Bernelly V. Dacillo
25	Libo National High School	Jhemson P. Romantic
26	Lopez National Comprehensive High School	Glaiza M. Cahilig
27	Lusacan National High School	Shermaine R. Malabanan
28	Lutucan National High School	Rodolfo Allan C. Cornejo
29	Magallanes National High School	Virginia C. Andal
30	Malinao Ilaya National High School	Anna Rose A. Tolentino
31	Dolores Macasaet National High School	Lota C. Balitaan
32	Manuel S. Enverga Memorial School of Arts and Trades	Arnel T. Dellosa
33	Marcial B. Villanueva National High School	Francis P. Alvasan
34	Olongtao National High School	Cecilia P. Parto
35	Paaralang Sekundarya ng Heneral Nakar	Lalaine M. Curia
36	Paaralang Sekundarya ng Lukban	Maribeth J. Afable
37	Pagbilao Grande Island National High School	Jemimah E. Olarte
38	Pagbilao National High School	Maria Amabelle B. Ayala
39	Pagsangahan National High School	Loradel B. Romano
40	Paiisa National High School	Reyniel M. Bandillo
41	Patnanungan National High School	Manilyn Mae R. Sacdalan
42	Perez National High School	Ronmel B. Macabansag
43	Polillo National High School	Realissa E. Garay
44	Recto Memorial National High School	Carlos J. Sanchez
45	San Antonio National High School	Gellie Mare E. Flores
46	San Isidro National High School, Catanauan	Myla Dl. Resurreccion
47	San Isidro National High School, General Luna	Carmelita P. Peñales
48	Silangang Malicboy National High School	Rosalyn A. Mariano
49	Sta.Catalina National High School	Jaymer F. Intoy
50	Sto.Domingo National High School	Rachelle M. Caeg
51	Tagkawayan National High School	Freda R. Eleazar
52	Talipan National High School	Lourdes M. Mayuga
53	Tongohin National High School	Millardo A. Ramallosa
54	Ungos National High School	Rosewinda C.Villanueva
55	Unisan National High School	Vanessa D. Abella
56	Quezon National High School	Jelanie Q. Oriña

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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



27 October 2022

No. 738 s. 2022

**Regional Memorandum**

**SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2023  
BUDGET EXECUTION DOCUMENTS CUM ENCODING  
IN THE UNIFIED REPORTING SYSTEM**

To **Schools Division Superintendents  
Secondary School Heads**

1. In compliance with DBM Circular Letter No. 2022-14 dated October 28, 2022, Prescribing Guidelines for the Preparation and Submission of the Annual Budget Execution Plans Covering the Fiscal Year (FY) 2023 Budget and Thereafter, the Finance Division to conduct the Seminar-Workshop on the Preparation of FY 2023 Budget Execution Documents Cum Encoding in the Unified Reporting System on November 16-18, 2022 (HOST: Schools Division Office of Antipolo City).
2. The objectives of this activity are as follows:
  - 2.1 To prescribe the procedures in crafting agency budget execution plans, including deadlines and the appropriate forms to be used therefor;
  - 2.2 To provide guidelines on the encoding of the submission of final and complete BEDs (Nos. 1, 2, and 3) through the Unified Reporting System (URS); and
  - 2.3 To institutionalize the early submission of BEDs and expedite the timely release of funds upon affectivity of the General Appropriations Act (GAA).
3. A blended orientation (F2F and virtual) will be used in this activity. There will be Ten (10) participants from the Regional Office Finance Division which will be at a separate venue on F2F manner following the health and safety protocols. Link will be sent to the email addresses of the participants.
4. Participants in this activity are the Schools Divisions Accountants, Budget Officers, 3 to 5 additional staff from SDOs; Senior Bookkeepers/School Accountants of the Secondary Schools Implementing Units. Please send through

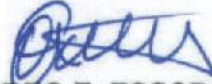


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email the list of participants not later than November 10, 2022 to [finance.calabarzon@deped.gov.ph](mailto:finance.calabarzon@deped.gov.ph).

5. Immediate dissemination of this Memorandum is earnestly desired.



**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director



*fd/lae*