



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM

OSDS-BUD-11-04-2024

TO : **Division Accountant III**
Division Budget Officer III
Division Budget Staff
Senior Bookkeeper / Accountant
of 13 Secondary Implementing Units

FROM : *CECILE C. FERRO*
Assistant Schools Division Superintendent
OIC – Office of the SDS

SUBJECT : **DIVISION ORIENTATION WORKSHOP ON THE PREPARATION**
OF FY 2025 BUDGET EXECUTION DOCUMENTS (BEDs) ON
NOVEMBER 8-9, 2024

DATE : November 4, 2024

In reference to the **Regional Memorandum No. 01317 s. 2024** re: **Orientation Workshop on the Preparation of FY 2025 Budget Execution Documents (BEDs)**, a 2-day conference will be held on November 8-9, 2024, at SDO Budget Office.

- Purpose:
This orientation-workshop aims to:
 - Orient Senior Bookkeepers/Accountants on the preparation of Budget Execution Documents (BEDs).
 - Address issues and concerns regarding the preparation and consolidation of BEDs.
 - Ensure the smooth, accurate, and timely submission of BEDs through the URS.
- No registration fee shall be collected, travel per diem and other incidental expenses shall be charged against your respective School MOOE subject to the usual accounting and auditing rules and regulations.
- Further, participants will receive 1 day Compensatory Time Off (CTO) for the service rendered on November 9, 2024, as it falls on weekend.
- For information and compliance.



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