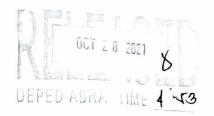


Republic of the Philippines

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



OCTOBER 25, 2021

DIVISION MEMORANDUM NO. <u>372</u>, s. 2021

PREPARATION OF BED 1 & BED 3 FOR FY 2021

To

ASDS

Accountant III

AO V - Budget Officer

Administrative Assistants from the Accounting Section Administrative Assistants from the Budget Section Administrative Assistants from the IUs Schools

- 1. As part of the efforts of our division to ensure the efficiency and timeliness of financial services, please be informed that there will be a PREPARATION OF BED 1 & BED 3 FOR FY 2021 on November 09-11, 2021 (08:00 AM to 05:00 PM).
- The objectives of this activity are as follows:
 - a) To facilitate early submission of BED 1 & BED 3 in online Unified Reporting System
 - b) To expedite the timely release of funds upon effectivity of General Appropriation Act (GAA)
 - c) To synchronize fund release with the implementation schedule for programs/ projects as indicated in the BEDs submitted by the Division,
 - d) To use the BED as a yardstick to measure agency financial and physical performance.
- 3. The participants of this activity are the following:
 - a. Accountant III
 - b. Budget Officer
 - c. Six (6) Administrative Assistants from the Accounting Section
 - d. Eight (8) District Bookkeepers
 - e. Three (3) Administrative Assistants from the Budget Section
 - f. Ten (10) Finance Staff of IUs Schools
 - g. SDS
 - h. ASDS

Please see attached list of participants.

The venue of this activity shall be at DepEd SDO Abra Conference Hall 2a (3rd Floor).

QM - Page 1 of 2

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Actividad-Economia St., Zone 2, Bangued, Abra

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ISO 9001:2015 Certified Quality Management Syste CRN 50500994 QM15

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- Expenses in the conduct of this activity shall be charged from Schools Division MODE. Fund subject to usual budgeting, accounting and auditing rules and regulations. AM & PM snacks and funch will be provided to all participants.
- Health protocols and all precautionary measures of Covid-19 from the DOH and IATF will be strictly observed before, during and after the conduct of this activity. Social distancing, wearing of facemask, hand washing and disinfection should be done.
- All participants are required to attend to this activity. Wide dissemination and strict compliance with this
 memorandum is hereby requested.

BENILDADI: DAYTACA EdD, CESO VI Assistant Schools Division Superintendent OIC - Office of the Schools Division Superintendent

OSDS / ACCTG / RJB/ CSB / DM - PREPARATION OF BED 1 & BED 3 FOR FY 2021

QM - Page 2 of 2



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