



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
OCT 28 2021
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DIVISION MEMORANDUM
NO. 372, s. 2021

OCTOBER 25, 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)**.

2. 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.

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

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Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
e-mail: abra@deped.gov.ph



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5. Expenses in the conduct of this activity shall be charged from Schools Division MOOE Fund subject to usual budgeting, accounting and auditing rules and regulations. AM & PM snacks and lunch will be provided to all participants.
6. 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.
7. All participants are required to attend to this activity. Wide dissemination and strict compliance with this memorandum is hereby requested.


BENILBA M. 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



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