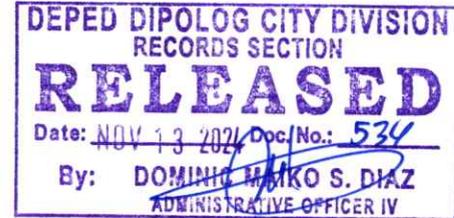




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



November 13, 2024

DIVISION MEMORANDUM

No. 534, s. 2024

**SEMINAR-WORKSHOP ON THE PREPARATION AND ENCODING OF THE
PRESCRIBED ANNUAL BUDGET EXECUTION DOCUMENTS (BEDS) FY 2025 TO
THE DBM'S UNIFIED REPORTING SYSTEM (URS)**

TO: **OIC- Assistant Schools Division Superintendent**
IUs School Principal
SDO and Implementing Units Finance Staff
All Others Concerned
This Division

1. In compliance with the Regional Memorandum No. 734 series of 2024 dated October 22, 2024 RE: REGIONAL SEMINAR WORKSHOP ON THE SIMULTANEOUS ENCODING AND SUBMISSION OF THE PRESCRIBED ANNUAL BUDGET EXECUTION DOCUMENTS (BEDS) FOR THE FISCAL YEAR (FY 2025) TO THE DBM'S UNIFIED REPORTING SYSTEM (URS), the SDO Budget Office will conduct a 1-day Pre-BEDS Seminar-Workshop with the finance staff of the Six (6) Implementing Units on November 18, 2024, venue will be announced in a separate advisory, to finalize and complete all documents in preparation to the Regional BEDS Seminar Workshop in Pagadian City on November 20-21, 2024.
2. The participants of this activity are the SDO Budget and Selected Accounting Personnel and Finance Staff of the Six (6) Implementing Units.
3. Please find the following enclosures attached for reference.
 - Enclosure No. 1: List of Participants
 - Enclosure No. 2: Activity Matrix
4. Immediate and wide dissemination of this memorandum is desired.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

Encl: None
Ref: as stated



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure 1: List of Participants

Name	Position	School/ Office
Randyl A. Geraga	AO V- Budget	SDO- Budget Office
Ana Riva E. Lanat	Division Accountant III	SDO- Accounting Office
Marie Antoinette F. Nazareth	Planning Officer III	SDO- Planning and Research
Rizza Mae Lorilla	ADAS III	SDO- Accounting Office
Jocel Mhae Enderez Bantoto	ADAS III	SDO- Budget Office
Carrah Mae Ulla	ADAS I	SDO- Budget Office
Jane Suan	ADAS III	Punta NHS
Rod C. Magcanta	ADAS II	Punta NHS
Ofelia D. Sigasig	ADAS III	Galas NHS
Allaine Kristine Q. Rendora	ADAS II	Galas NHS
Flordeliz L. Flores	ADAS III	AQUMATSHS
Joy Christine Mainque	AO II	AQUMATSHS
Jessica Zamoras	ADAS II	AQUMATSHS
Blezzl Ann Magnonot	ADAS III	DCNHS
Mariel Gwen Abarca	ADAS II	DCNHS
Roselyn Go	AO II	Sicayab NHS
Grace Buñao	Disbursing Officer II	Sicayab NHS
Ma. Ellyn Beth E. Rios	ADAS III	ZNNHS
Jo Anne A. Abad	AO IV	ZNNHS
Jacline Meg F. Son	ADAS II	ZNNHS
Gomer Glen Bicbic	ADA IV	ZNNHS



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Enclosure No. 2: Activity Matrix

**SEMINAR-WORKSHOP ON THE PREPARATION AND ENCODING OF THE
PRESCRIBED ANNUAL BUDGET EXECUTION DOCUMENTS (BEDS) FY 2025 TO
THE DBM'S UNIFIED REPORTING SYSTEM (URS)**

Date/Time	Session/ Activity/ Topic Objectives	Responsible Person/ Unit		
7:00 – 8:00 AM	<ul style="list-style-type: none">Arrival/Attendance/Settling of the Participants	IUs		
8:30 – 9:00 AM	Opening Program <ul style="list-style-type: none">Singing of the Philippine National AnthemPrayerDipolog March	AUDIO-VISUAL PRESENTATION		
	<ul style="list-style-type: none">Welcome RemarksPresentation of the Participants	RANDYL A. GERAGA, MPA AO V- Budget		
	<ul style="list-style-type: none">Message	ANA RIVA E. LANAT, CPA Division Accountant III		
9:30 AM – 12:00 NN	<ul style="list-style-type: none">Discussion on BEDS Preparation and Encoding <p>BED 1</p> <p>BED 2</p> <p>BED 3</p>	RANDYL A. GERAGA, MPA AO V- Budget	MARIE ANTOINETTE F. NAZARETH Planning Officer III	ANA RIVA E. LANAT, CPA Division Accountant III
12:00 – 1:00 PM	<ul style="list-style-type: none">Lunch Break			
1:00 – 5:00 PM	<ul style="list-style-type: none">Workshop on Preparation and Encoding of BEDS			