



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

REGIONAL OFFICE
CAGAYAN DE ORO CITY

RELEASED

DATE: OCT 19 2023

Office of the Schools Division Superintendent

October 19, 2023

DIVISION MEMORANDUM

No. 549s, 2023

Orientation Workshop on the Preparation of FY 2024 Budget Execution Documents (BEDs) and Other Financial Accountability Reports

TO: ASDS/Chief – CID & SGOD
Accountant III
Administrative Assistant Officer V - Budget
Administrative Officer IV – Supply Officer
Elementary/Secondary School Heads/In-Charge
Administrative Assistant II/III Accounting Unit
Administrative Assistant I – Budget Unit

1. In anticipation of the FY 2024 Budget Execution Plans and Targets submission to the Regional Office and DBM, the field is hereby informed of the conduct of an Orientation Workshop of the 2024 Budget Execution Documents (BEDs) and Other Financial Accountability Reports on October 23-24, 2023 at Chali Beach Resort & Conference Center, Cugman, Cagayan de Oro City. Specific schedules are as follows:

Batch 1 – October 23, 2023	Batch 2 – October 24, 2023
Southwest I, II and West II Districts	Central, East I, East II, North I, North II, West I, and South Districts

2. Each School is allotted with **2 participants**, the **School Head** and **member of the School Planning Team** (preferably AO II, ADAS III & ADAS II) who can help/assist the former in the preparation of the said reports. **NO PROXY** allowed for the School Head.
3. The School Heads are advised to bring their draft 2024 SOB anchored on ESIP and AIP. The **2024 School MOOE based on the NEP** was already posted and disseminated last September. Finalization and submission of reports will be in the afternoon of the workshop; thus, participants are



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advised to **bring laptop** should there be a need to correct the said reports.
NO REPORTS, NO CERTIFICATE OF APPEARANCE will be given to the participants.

4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
5. Lunch and snacks shall be served during the orientation charge to local funds subject to the usual accounting and auditing rules and regulations.
6. For widest dissemination and strict compliance.


ROY ANGELO E. GAZO
Schools Division Superintendent



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