



October 7, 2019
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REGIONAL MEMORANDUM
No. 333.2019

WORKSHOP ON THE SUBMISSION OF 2020 BUDGET EXECUTION DOCUMENTS (BEDs) NO. 1 AND NO. 2 (FINANCIAL PLAN AND MONTHLY DISBURSEMENT PROGRAM (MDP))

TO: Schools Division Superintendent
All Others Concerned

- The Regional Office through the Finance Division will conduct a Workshop on the Preparation of 2020 Budget Execution Documents- Financial Plan (BED 1) and Monthly Disbursement Program (BED 3) on November 20 to 22, 2019 (exact venue to be announced later);
- The workshop aims to:
 - Facilitate the preparation of the 2020 Financial Plan and Monthly Disbursement Program of each Implementing Unit;
 - Facilitate the encoding of a finalize and complete 2020 Financial Plan and Monthly Disbursement Program to the Unified Reporting System (URS); and
 - Generate the said Budget Execution Documents from the Unified Reporting System (URS) for submission to the Department of Budget and Management on or before November 29, 2019.
- Participants to this activity are finance staff from the Regional Office, Schools Division Offices and Schools classified as Implementing Units who will actually prepare the Budget Execution Documents. The number of participants are as follows:

Divisions	F	M	Total
Regional Office	1	9	10
SDO- Abra	2	7	9
SDO- Apayao	1	6	7
SDO- Benguet	1	14	15
SDO- Ifugao	2	8	10
SDO- Kalinga		8	8
SDO- Mt. Province	1	13	14
SDO- Baguio City	1	10	11
SDO- Tabuk City	2	5	7
Total	11	80	91

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



- Expenses for board and lodging shall be shouldered by the Regional Office while travelling expenses of participants shall be charged against their respective local funds.
- All disbursements relative to the conduct of this coordination meeting shall be subject to the usual budgeting, accounting and auditing rules and regulations.
- First meal is lunch of November 20, 2019 while last meal is A.M. Snack of November 22, 2019. The activity will start at 1:00 P.M. on November 20, 2019.
- Immediate and wide dissemination of this Memorandum is desired.

MAY B. ECLAR, Ph. D., CESO V
Regional Director

SGT/clp

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