

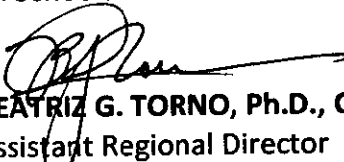


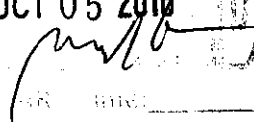
Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM:
 NO.: 286.2016**

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
 All Schools Divisions

From: 
BEATRIZ G. TORNO, Ph.D., CESO IV
 Assistant Regional Director
 Officer In-Charge
 Office of the Regional Director

DEPARTMENT OF EDUCATION
 CORDILLERA ADMINISTRATIVE REGION
 OCT 05 2016

 DEPT. OF ED. - CAR

Date: September 26, 2016

Subject: **COORDINATION MEETING OF DIVISION PLANNING OFFICERS (DPOs) AND SENIOR EDUCATION PROGRAM SPECIALISTS (SEPS) FOR PLANNING AND RESEARCH ON THE PREPARATION OF THE 2017 BUDGET EXECUTION DOCUMENT (BED 2), 2016 QUARTERLY BUDGET ACCOUNTABILITY REPORTS (BAR 1), AND EVALUATION OF THE BEGINNING OF SCHOOL YEAR (BOSY) 2016-2017 EBEIS AND LIS**

Relative to the submission of the 2017 Agency Budget Execution Document 2 (BED 2) on or before November 30, 2016, the Policy, Planning, and Research Division (PPRD) will conduct a Coordination Meeting of Division Planning Officers (DPOs) and Senior Education Program Specialist (SEPS) for Planning and Research on the Preparation of the 2017 Budget Execution Document (BED 2), 2016 Quarterly Budget Accountability Reports (BAR 1), and Evaluation of the Beginning of School Year (BOSY) 2016-2017 EBEIS and LIS on November 7-9, 2016 in a venue which will be announced later.

The said activity aims to:

- a. synchronize the performance indicators specified in the BED 2;
- b. prepare a final copy of the Regional and Division 2017 BEDs ready for approval of their respective heads of offices;
- c. revisit the 2016 Quarterly BARs and Identify physical targets not implemented within the year to be included in the last Quarter of this year;
- d. address issues and concerns of the BOSY EBEIS and LIS encoding and updating;
- e. identify best practices to be emulated and as basis in preparing future BEDs and BARs; and
- f. address other planning concerns.

Participants to this activity are the following:

a. Consultants:	Regional Director	-	1
	Assistant Regional Director	-	1
b. Division Office Participants:			
	Senior Education Program Specialists	-	8
	Division Planning Officers	-	8
c. Regional Office Participants:			
	PPRD Staff	-	8
	QAD Staff	-	1
	ICT Support Staff	-	1
	Total =		28

Participants are advised to bring copies of their previously submitted 2016 BEDs and 2016 Quarterly BARs for reference in the discussions and workshops, laptops (1 per Division) and extension cords, as well as portable wireless internet connections.

Travel expenses of Division Office participants shall be charged against local funds, while board and lodging for three (3) days shall be shouldered by the Regional Office funds subject to the usual accounting and auditing rules and regulations.

Confirmation of participants shall be done online on or before October 28, 2016. Check-in time will be on November 6, 2016 at 3:00 PM onwards, while check-out time is at 3:00 PM of November 9, 2016. First meal will be Dinner of November 6, 2016 and last meal will be PM Snack of November 9, 2016.

For inquiries please contact Janet M. Ambucay at 074-423-2193/074-422-9590 or email at janet.ambucay@deped.gov.ph.

Attendance of all concerned is enjoined.