



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



October 24, 2017

REGIONAL MEMORANDUM

NO.: 324.2017

WORKSHOP ON THE PREPARATION OF THE
FISCAL YEAR 2018 BUDGET EXECUTION DOCUMENT (BED 2)

RELEASED
OCT 25 2017

To: Schools Division Superintendents
All Others Concerned

DEPED-CAR Time: _____

1. The Policy, Planning, and Research Division (PPRD), this Office, will be conducting a workshop on the preparation of the FY 2018 BED 2 on November 7-9, 2017 at a venue to be announced later. This activity will be hosted by the Planning and Research Section, Division of Apayao.

2. This will convene the Regional and Division Planning Officers and Budget Officers to prepare the FY 2018 BED 2 for consolidation and submission to the Department of Budget and Management – Cordillera Administrative Region (DBM-CAR) on or before November 29, 2017, and copy furnish the Policy and Programming Division-Planning Service (PPD-PS) of the Central Office and the Commission on Audit – Cordillera Administrative Region (COA-CAR).

3. The participants to this conference are the following:

Consultants:

Regional Director - 1
Resource Speaker/Technical Assistant (DBM-CAR) - 1

Regional Office:

PPRD Chief - 1
Planning Officer - 1
Budget Officer - 1
Secretariat (ADAS I – PPRD) - 1
Information Technology Officer - 1

Schools Division Offices:


Planning Officer III - 8
Budget Officer - 8 **Total = 23**

3. The Programme Matrix is attached as Enclosure 1.

4. Participants shall bring their own extension cord, laptop, tablet, desktop, and WIFI or any other gadget that can access the internet.

5. Board and lodging of all the participants, tokens, supplies, and materials shall be charged against Regional Office Funds (within WFP) downloaded to the host division (Apayao). Travel and incidental expenses relative to the attendance of participants to the said workshop shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

4. Immediate and wide dissemination of this Memorandum is desired.


MAY B. ECLAR, Ph.D., CESO V
Officer In-Charge
Office of the Regional Director

PPRD/PDE/janet/10.24.2017
RM 2018 BED Preparation Workshop

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

**WORKSHOP ON THE PREPARATION OF THE
2018 BUDGET EXECUTION DOCUMENT (BED 2)**
November 16-17, 2017

INDICATIVE PROGRAMME MATRIX

Date/Time	Topic/Activity	In-Charge
Day 0 – November 6, 2017		
3:00 PM – 10:00 PM	Arrival of Participants	Secretariat
Day 1 – November 7, 2017		
8:00 AM – 8:30 AM	Registration	Secretariat
8:30 AM – 9:00 AM	Opening Program Statement of Purpose	Pio D. Ecuán, Ed.D. Chief, PPRD
9:00 AM – 10:00 AM	Status of BED 2 Submissions	c/o DBM-CAR
10:00 AM – 10:15 AM	Nutrition Break	
10:15 AM – 12:00 NN	Updates on BED 2	c/o DBM-CAR
12:00 PM – 1:00 PM	Health Break	
1:00 PM – 3:00 PM	Unified Reporting System (URS)	c/o DBM-CAR
3:00 PM – 3:15 PM	Nutrition Break	
3:15 PM – 5:00 PM	Hands-on on the URS	c/o DBM-CAR
Day 2 – November 8, 2017		
8:00 AM – 8:30 AM	Registration/ MOL	Secretariat
8:30 AM – 10:00 AM	Review and Synchronization of the Pls in the 2018 BED 2	JANET M. AMBUCAY Planning Officer III
10:00 AM – 10:15 AM	Nutrition Break	
10:15 AM – 12:00 PM	Workshop Mechanics Workshop 1 – Preparation of 2018 BED 2 (SDO)	JANET M. AMBUCAY Planning Officer III
12:00 PM – 1:00 PM	Health Break	
1:00 PM – 3:00 PM	Continuation of Workshop 1 – Preparation of 2018 BED 2 (SDO)	
3:00 PM – 5:00 PM	Presentation of Outputs and Finalization	
Day 3 – November 9, 2017		
8:00 AM – 8:30 AM	Registration	
8:30 AM – 9:00 AM	MOL	
9:00 AM – 10:00 AM	Workshop 2 – Preparation of the 2018 Consolidated Regional BED 2	c/o ICT Unit
10:00 AM – 10:15 AM	Nutrition Break	
10:15 AM – 12:00 PM	Continuation of Workshop 2 – Preparation of the 2018 Consolidated Regional BED 2	c/o ICT Unit
12:00 PM – 1:00 PM	Health Break	
1:00 PM – 3:00 PM	Finalization of Outputs and Submission of Outputs	
3:00 PM – 3:15 PM	Nutrition Break	
3:00 PM – 5:00 PM	Next Steps, Timelines, Closing Program	