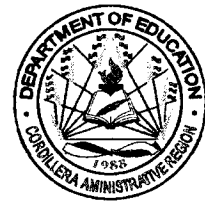





Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM:

229.2015

To: SCHOOLS DIVISION SUPERINTENDENTS  
PRINCIPALS OF SECONDARY SCHOOLS AS IMPLEMENTING UNITS

From:   
ELLEN B. DONATO, Ed.D., CESO III  
Regional Director

Date: NOVEMBER 13, 2015

Subject: **RE-ORIENTATION-WORKSHOP ON THE BUDGET EXECUTION DOCUMENTS AND BUDGET ACCOUNTABILITY REPORTS (BEDs AND BARs)**



DEPED-CAR Time: \_\_\_\_\_

A two-day Re-orientation Cum Workshop on the Budget Execution Documents and Budget Accountability Reports (BEDs and BARs) will be conducted on December 8-9, and 10-11, 2015 at the R-NEAP Hall, DepED-CAR, Wangal, La Trinidad, Benguet.

Generally, the activity aims to equip the participants on the BEDs and BARs. Specifically, the participants are expected to gain knowledge, to accomplish the required template accurately, and be able to submit the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter reports on a given deadline.

Participants to this activity are the following:

Regional Office:	Division Offices:	Secondary Schools Classified as Implementing Units
Regional Director – Consultant	Assistant Schools Division Superintendents - 8	Principals – 43
Assistant Regional Director - Consultant	Budget Officers - 8	Accountants/Bookkeepers - 43
Finance Division - 4	Senior Education Program Specialist for Planning - 8	
PPRD - 5	Planning Officers - 8	
Total = 11	Total = 32	Total = 86

There will be two (2) batches which will compose of the following:

	BATCH 1	BATCH 2
Divisions	Abra, Apayao, Baguio, and Benguet	Ifugao, Kalinga, Mt. Prov., and Tabuk City
Schedule	December 8-9, 2015	December 10-11, 2015
Check in Time	December 7, 2015 PM	December 9, 2015 Evening
First Meal	Dinner December 7, 2015	Dinner December 9, 2015
Check Out Time	December 9, 2015 After Lunch	December 10, 2015 PM
Last Meal	PM Snack December 9, 2015	PM Snack December 10, 2015

Division participants shall bring their Reports on Physical Targets and Accomplishments. Each participant shall also bring laptop and extension cord to be used during the workshops. Travel expenses of Division Office participants shall be charged to local funds while snacks, meals, board and lodging during the orientation-workshop shall be shouldered by the Regional Office subject to the usual accounting and auditing rules and regulations. Lodging of division participants will be provided on a first-come first-serve basis. Reservations shall be made directly with the Dormitory Manager at telephone number 074-422-5500. Confirmation of participants shall be submitted on or before December 7, 2015 to janet.ambucay@deped.gov.ph.

Attendance of all concerned is enjoined.