



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM


No. 480, s. 2023

To: Assistant Schools Division Superintendents
Division Chiefs
School Heads/ Principals Concerned
Senior Bookkeepers Concerned

**1 DAY FACE TO FACE MEETING WITH SENIOR BOOKKEEPERS FROM
IMPLEMENTING UNITS IN RELATION TO BUDGET EXECUTION
DOCUMENTS FOR FY 2024**

1. The Department of Budget and Management annually requires agencies to prepare Budget Execution Documents (BEDs) reflecting the agency financial plans, including disbursement schedules, consistent with agency budget levels. To ensure accurate submission, please informed that there will be a meeting of Senior Bookkeepers from Implementing Units on November 17, 2023, 8:00am to 5:00pm at Pulilan Central School.
2. The purpose of this meeting is to discuss the following:
 - Preparation of BEDs
 - Submission of BEDs to URS
 - Sharing of Best/Practices/Challenges
3. 100% attendance of all concerned in required.
4. Meals and other related expenses of the activity shall be charged against the SDO MOOE Funds.
5. This Memorandum serves as Travel Authority to the participants.
6. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD., CESO V
Schools Division Superintendent

Accounting Unit 
November 14, 2023