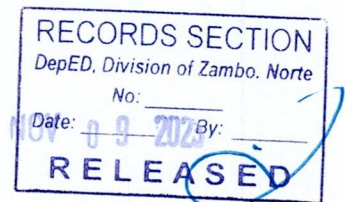




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



November 6, 2023

Division Memorandum  
No. 491, s. 2023

**TECHNICAL ASSISTANCE IN THE PREPARATION OF FY 2024  
BUDGET EXECUTION DOCUMENTS (BEDs)**

To: Secondary School Principals of 19 Implementing Units  
Senior Bookkeepers/ADAS III  
All Others Concerned

1. Per Regional Memorandum No. 529, s. 2023 dated October 17, 2023, Two-Day Seminar/Workshop on the Simultaneous Encoding and Submission of the Prescribed Budget Execution Documents (BEDs) for Fiscal Year (FY) 2024, this Office together with the Division Budget Officer, Division Accountant, and two (2) Staff will conduct Technical Assistance per cluster on the Preparation of the Manual Budget Execution Documents (BEDs) FY 2024 and to be encoded to the Unified Reporting System (URS) thereto.
2. Participants to this activity are the Senior Bookkeepers (ADAS III) and newly hired Senior Bookkeepers, assisted with the promoted ADAS III of the Secondary Schools Implementing Units direct released from DBM.
3. Additionally, with the intention to provide a venue for the said activity per cluster, the following Implementing Schools find the necessity to hold this convergence and workshop, hence the venues and schedules are as follows:  
  
November 13, 2023 -Cluster 1 @ Pinan NHS  
November 14, 2023 -Cluster 2 @ Manukan NHSS  
November 15, 2023 -Cluster 3 @ Sindangan NAS  
November 16, 2023 -Cluster 4 @ Liloy NHS  
November 17, 2023 -Cluster 5 & 6 @ Julian Soriano Memorial  
Comprehensive HS
4. Traveling and Incidental Expenses are chargeable to Division and School MOOE, subject to usual budgeting, accounting, and auditing rules and regulations.
5. Please be guided accordingly.

**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

DBO/CVL/DM-Technical Assistance/BEDs Prep  
Dm No. / November 6, 2023



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