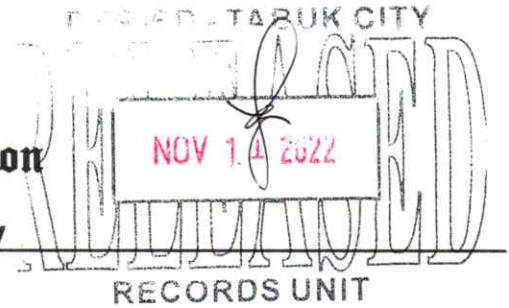




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office - Tabuk City



November 10, 2022

DIVISION MEMORANDUM

No. 351, s. 2022

**RE-ORIENTATION AND WORKSHOP ON THE PREPARATION AND ENCODING
OF BUDGET EXECUTION DOCUMENTS (BEDs) 1 and 3 FOR FY 2023**

TO: Division Accountant and Budget Officer
Division Bookkeepers
Senior Bookkeepers of Implementing Units

1. In reference to Regional Memorandum No. 541, s. 2022, the Re-Orientation and Workshop on the Preparation and Encoding of Budget Execution Documents (BEDs) 1 and 3 for FY 2023 will be conducted at 456 Hotel, 95 Legarda Rd, Baguio City on November 15-18, 2022.
2. The list of participants to the seminar-workshop are as follows:

NAME	POSITION
Sixto D. Lang-ay, Jr.	Accountant III
Nilda T. Mendoza	Administrative Officer V (Budget Officer III)
Lenie L. Mugao	Administrative Assistant III
Gilbert dela Cruz	Administrative Assistant III
Shyrha Klien Alindayo	Accountant I
Jonalyn Baac	Administrative Assistant III
Fernandez Dumalan	Administrative Assistant III

3. Expenses for board and lodging shall be shouldered by the Regional Office while travelling expenses of participants shall be charged against ~~their respective~~ local funds.
4. Check in will be in the afternoon of November 15, 2022. First meal to be served is dinner of the same day while last meal to be served is breakfast of November 18, 2022.
5. Participants are required to bring their laptops, copies of their Financial Accountability Report (FAR) 1 as of September 30, 2022 and list of possible unpaid obligations.
6. Immediate and wide dissemination is desired.


IRENE S. ANGWAY, PhD, CESO VI
Schools Division Superintendent



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