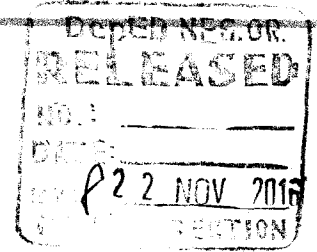


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

November 22, 2016



MEMORANDUM TO:

LYDIA D. CACAS
MARIE JEAN NANETTE BUENAFE
GENALE JUNE RAMIREZ
FLORI ANNE AVILA
HONNEYLYN FABURADA
COSME BOHOL
MERLINE DAHILDAHIL
ERIC J. RETES
MARIANITA C. DIPUTADO
MA. FLORDELIZA LAZALITA
MELANIE T. ALAM
LILIA BANTOTO
PACITA TILOS
MARIA JINA R. TROPA
HILDA FUTALAN
JONALYN MANDAP
RUBY JEAN ESTRELLITA M. BIDAURE
GRACE BOLONGAITA
CLAIRE THERESE C. PESALBON
MARIA CHINA S. ESTRELLANES

Admin Officer V- Budget Officer
Division Bookkeeper
Bookkeeper – Amlan NHS
Bookkeeper – Jose B. Cardenas MHS
Bookkeeper – Tambo NHS
Bookkeeper – Mabinay NHS
Bookkeeper – Manjuyod NHS
Bookkeeper – DLNHS
Bookkeeper – SIBULAN NHS
Bookkeeper – Negros Oriental HS
Bookkeeper – Dauin NHS
Bookkeeper – Santiago Delmo HS
Bookkeeper – Valencia HS
Bookkeeper – Siaton NHS
Bookkeeper – Maria Macahig MHS
Bookkeeper – Emilio J. Macias HS
Bookkeeper – Casiano Napigkit MHS
Bookkeeper – Ayungon NHS
Bookkeeper – La Libertad Tech.Voc.HS
Bookkeeper – Jimalalud NHS

You are hereby directed to attend the one (1) day Seminar Workshop intended on the preparation of Budget Execution Documents (BEDs) through online Unified Reporting System (URS) on November 23, 2016 (Wednesday) at the 3rd Floor Conference Hall of Deped, Division of Negros Oriental, Capitol Area, Dumaguete City.

This aims to meet the deadline on the submission of the report not later than NOVEMBER 29, 2016

All participants are requested to bring their own Laptop, Budgetary reports CY 2016 and Monthly Disbursement Program (MDP) CY 2017.

Travel and other expenses incurred shall be charge against School MOOE Funds subject to usual accounting and auditing rules and regulations.

f: *[Signature]* 11/21/2016
SALUSTIANO T. JIMENEZ, CESO VI
OIC- Office of the Assistant Regional Director
Concurrent OIC- Office of the SDS

22 NOV 2016



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE NO. VII
SUDLON, LAHUG, CEBU CITY

November 16, 2016

DR. JULIET A. JERUTA
OIC – Office of the Regional Director
DepEd – Region VII
Sudlon, Lahug, Cebu City

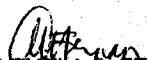
Dear Dr. Jeruta:

This refers to the DBM Circular Letter 2016-9 dated October 27, 2016 on the Submission of the Annual Budget Execution Plans. As stipulated in the circular, agencies are required to prepare and submit their Budget Execution Documents (BEDs) through the Unified Reporting System (URS) not later than November 29 of the current year.

In view of the foregoing, we would like to invite your Schools Division and Regional Office Accountants and Budget Officers to a one (1) day seminar on November 22, 2016 (Tuesday) at the 3rd Floor, Conference Hall, DepEd Region 7, Sudlon, Lahug, Cebu City. May we take this opportunity to thank you for allowing us to use your conference hall for this purpose.

This seminar aims to discuss the enhancement of the URS and assist your personnel to expedite the submission of the BEDs.

Very truly yours,


CARMELA S. FERNAN
Director IV