



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

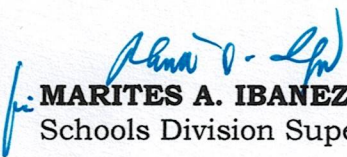
October 16, 2025

DIVISION MEMORANDUM
No. 586, s. 2025

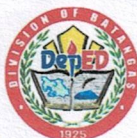
**WORKSHOP ON THE PREPARATION OF FY 2026 BUDGET EXECUTION
DOCUMENTS (BEDs) Cum ENCODING IN THE UNIFIED REPORTING SYSTEM
(URS)**

TO: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Secondary School Heads – Implementing Units
All Others Concerned

1. In compliance with Regional Memorandum No. 759 s. 2025 dated October 13, 2025, entitled Seminar-Workshop on the Preparation of FY 2026 Budget Execution Documents (BEDs) Cum Encoding in the Unified Reporting System (URS), the Department of Education - Division of Batangas, through the Finance Unit, will conduct a Division Workshop on October 23 – 24, 2025 at the Batangas Country Club, Bolbok, Batangas City.
2. Participants to this activity are the Administrative Assistant III of all Junior High School Implementing Units. They are advised to bring their Laptop/Desktop, Approved FAR 1 (Statement of Appropriations, Obligations, Disbursements and Balances as of September 30, 2025, and latest copy of PSIPOP.
3. All participants are expected to be at the venue by 8:00 a.m. Registration fee amounting to Four thousand pesos (Php 4,000.00) shall be charged to each participant to cover the venue, meals, board and lodging. All expenses relative to this activity shall be charged against Division/School MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.
4. This memorandum shall serve as the Travel Order of the participants listed in the Enclosure I.
5. Immediate dissemination and 100% compliance with this memorandum are earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

LDO/WORKSHOP ON THE PREPARATION OF FY 2026 BUDGET EXECUTION DOCUMENTS (BEDs) Cum ENCODING IN THE UNIFIED REPORTING SYSTEM (URS)/ S2-112808/10/16/2025



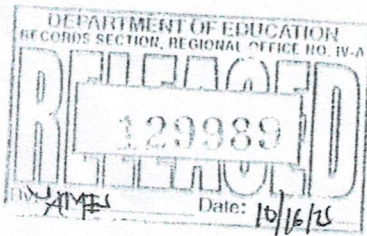
Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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WORKSHOP ON THE PREPARATION OF FY 2026 BUDGET EXECUTION DOCUMENTS (BEDs) Cum ENCODING IN THE
UNIFIED REPORTING SYSTEM (URS)

Batangas Country Club, Bolbok, Batangas City

October 23-24, 2025

	Name of School	NAME OF PARTICIPANTS	DESIGNATION
1	SDO Batangas Province	Eduarda U. Alon	Accountant III
2	SDO Batangas Province	Layne D. Ortega	Administrative Officer V
3	Mohon Elementary School	Christabel Gale M. Del Mundo	Administrative Officer II
4	Bolo Elementary School	Donabel E. Herrera	Administrative Officer II
5	Alalum NHS	Rowena M Holgado	Administrative Assistant III
6	Alitagtag NHS	Yolanda L. Gutierrez	Administrative Assistant III
7	Anselmo A. Sandoval MNHS	Angelina A. Castillo	Administrative Assistant III
8	Balas Buco Sta. Maria NHS	Aireen D. Miranda	Administrative Assistant II
9	Balayan NHS	Benedict B. Africa	Administrative Assistant III
10	Balete NHS	Jorhel Lyne D. Ciruelas	Administrative Assistant III
11	Banilad NHS	Sherlyn R. Conde	Administrative Assistant III
12	Banoyo NHS	Joyleth G Acasio	Administrative Assistant III
13	Bauan Nat.Agri.&Voc HS	Viralyn C. Matira	Administrative Assistant III
14	Bauan Technical High School	Veni Lizza S. Macaraig	Administrative Assistant III
15	Baybayin NHS	Ramir John Camatis	Administrative Assistant III
16	Bayorbor NHS	May S. Atienza	Administrative Assistant III
17	Bilaran NHS	Kimmy Kriska B. Ellioreg	Administrative Assistant III
18	Buhay na Sapa NHS	Lovely M. Maramot	Administrative Assistant III
19	Calatagan NHS	Imee E. Bauyon	Administrative Assistant III
20	Calubcub 1.0 NHS	Rina C. Badajos	Administrative Assistant III
21	Coral na Munti NHS	Aurea H Enriquez	Administrative Assistant III
22	Dacanlao C. Agoncillo NHS	Sheree Lynne A. Mercado	Administrative Assistant II
23	Dagatan NHS	Michelle Angela C. Perez	Administrative Assistant III
24	Don Leon Mercado Sr. Memorial NHS	Jeremy U. Del Carmen	Administrative Assistant III
25	Dr. Crisogono B. Ermita Sr. MNHS	Rhea Rose N. De Sagun	Administrative Assistant III
26	Dr. Juan A . Pastor MNHS	Diane Louise M. Elmido	Administrative Assistant III
27	Fermin La Rosa NHS	Alona O. Marcos	Administrative Assistant III
28	Gov. F. Leviste MNHS	Norabel S. De Roxas	Administrative Assistant III
29	Jose Lopez Manzano NHS	Ma. Renette R. Delos Reyes	Administrative Assistant III
30	Laiya NHS	Anngelica F. Barcelona	Administrative Assistant III
31	Lian NHS	Dexter B. Leynes	Administrative Assistant III
32	Looc NHS	Babylyn M. Villaflor	Administrative Assistant III
33	Lucsuhin NHS	Shiela Marie Enriquez	Administrative Assistant III
34	Lumbangan NHS	Contessa M. Rodriguez	Administrative Assistant III
35	Maabud NHS	Roger A. Panaligan	Administrative Assistant III
36	Malvar NHS	Michelle V. Pasia	Administrative Assistant III
37	Masaguitsit-Banalo NHS	Oliver P. Delica	Administrative Assistant III
38	Mataas na Kahoy NHS	Victoria C. Tanedo	Administrative Assistant III
39	Padre V. Garcia NHS	Ybette Kristine E. Esguerra	Administrative Assistant III
40	Palahanan NHS	Mary Andrelou E. Endaya	Administrative Assistant III
41	Pansol NHS	Princess Juvy A. Tolentino	Administrative Assistant III
42	Payapa NHS	Christian Mark M. Gaglac	Administrative Assistant III
43	Pedro Paterno NHS	Maria Cecilia D. Esguerra	Administrative Assistant III
44	Rosario NHS	Jhona C. Reyes	Administrative Assistant III
45	San Pascual NHS	Maureen D. Malaluan	Administrative Assistant III
46	Sico 1.0 NHS	Marinelo Lirio E. Coronel	Administrative Assistant III
47	Sta. Monica NHS	Maricris M. Desembrana	Administrative Assistant III
48	Sta. Teresita NHS	Jenalyn S. De Villa	Administrative Assistant III
49	Taal NHS	Malou M. Pasilan	Administrative Assistant III
50	Tala NHS	Leavi C. Igana	Administrative Assistant III
51	Taysan NHS	Liceria D. Chua	Administrative Assistant III
52	Tingloy NHS	Vanessa Rizelle D. Macuha	Administrative Assistant III
53	Tipas NHS	Trishia Joy C. Mendoza	Administrative Assistant III
54	Wenceslao Trinidad MNHS	Herminio A. Endaya	Administrative Assistant III



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Finance RM 2025-759

Regional Memorandum
No.759 s.2025

13 October 2025

**SEMINAR-WORKSHOP ON THE PREPARATION OF FY 2026
BUDGET EXECUTION DOCUMENTS.(BEDs) CUM
ENCODING IN THE UNIFIED REPORTING SYSTEM (URS)**

To **Schools Division Superintendents**
Regional Office Selected Finance Personnel

1. In compliance with DBM Circular Letter No. 2022-14 dated October 28, 2022, Prescribing Guidelines for the Preparation and Submission of the Annual Budget Execution Plans Covering the Fiscal Year (FY) 2023 Budget and Thereafter, the Finance Division will conduct the Seminar-Workshop on the Preparation of FY 2026 Budget Execution Documents Cum Encoding in the Unified Reporting System on November 6-7, 2025 (HOST: Schools Division Office of Batangas City).
2. The objectives of this activity are as follows:
 - 2.1 To prescribe the procedures in crafting agency budget execution plans, including deadlines and the appropriate forms to be used therefor;
 - 2.2 To provide guidelines on the encoding of the submission of final and complete BEDs (Nos. 1 and 3) through the Unified Reporting System (URS); and
 - 2.3 To institutionalize the early submission of BEDs and expedite the timely release of funds upon affectivity of the General Appropriations Act (GAA).
3. Participants in this activity are the Schools Divisions Accountants, Budget Officers, selected preparers of the reports to be identified by the Schools Division Offices and selected Finance personnel from the Finance Division of the Regional Office
4. A Registration Fee of Two Thousand Pesos (Php 2,000.00) each day shall be charged for each participant chargeable against local funds subject to the usual budget, accounting and auditing rules and regulations.
5. Participants must confirm their attendance by accomplishing the registration from through a link to be provided by the Host SDO in the Finance Official GC.

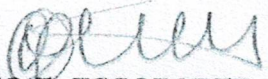


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Certificate No. PHP OMS
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6. Schools Division Offices may conduct their Division's MDP on October 22-31, 2025 to all Secondary Schools Implementing Units in preparation for the consolidation and finalization on November 6-7, 2025.
7. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 