



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

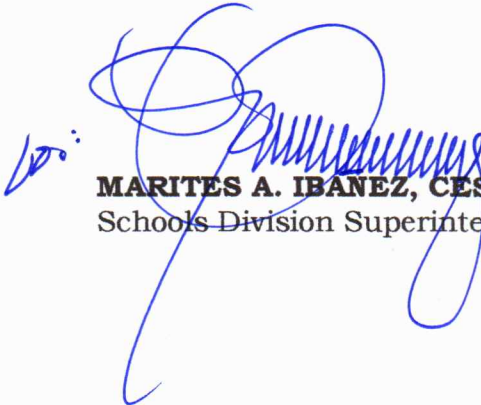
November 12, 2025

DIVISION MEMORANDUM
No. 659, s. 2025

**SUBMISSION OF BUDGET EXECUTION DOCUMENT (BED) No.1 - FY 2026
FINANCIAL PLAN**

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

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 Fiscal Year (FY) 2023 and Thereafter, all Implementing Unit (IU) Schools are required to submit two (2) copies each of the Budget Execution Document (BED) No. 1 – FY 2026 Financial Plan, in both URS-generated and Excel Official Format, to the Budget Section, Schools Division Office, on or before November 17, 2025.
2. For strict compliance.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JDO/ SUBMISSION OF BUDGET EXECUTION DOCUMENT (BED) No.1 - FY 2026 FINANCIAL PLAN/
B2-146546/11/12/2025



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REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

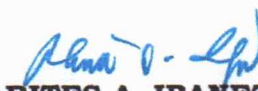
October 16, 2025

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

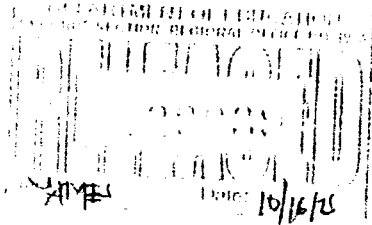
**WORKSHOP ON THE PREPARATION OF FY 2026 BUDGET EXECUTION DOCUMENTS (BEDs) Cum ENCODING IN THE
UNIFIED REPORTING SYSTEM (URS)**

Batangas Country Club, Bolbok, Batangas City

October 23-24, 2025

	Name of School	NAME OF PARTICIPANTS	DESIGNATION
1	Alalum NHS	Rowena M Holgado	Administrative Assistant III
2	Alitagtag NHS	Yolanda L. Gutierrez	Administrative Assistant III
3	Anselmo A. Sandoval MNHS		Administrative Assistant III
4	Balas Buco Sta. Maria NHS	Aireen D. Miranda	Administrative Assistant II
5	Balayan NHS	Benedict B. Africa	Administrative Assistant III
6	Balete NHS	Jorhel Lyne D. Ciruelas	Administrative Assistant III
7	Banilad NHS	Sherlyn R. Conde	Administrative Assistant III
8	Banoyo NHS	Joylenth G Acasio	Administrative Assistant III
9	Bauan Nat.Agri.&Voc HS	Viralyn C. Matira	Administrative Assistant III
10	Bauan Technical High School	Veni Lizza S. Macaraig	Administrative Assistant III
11	Baybayin NHS	Ramir John Camatis	Administrative Assistant III
12	Bayorbor NHS	May S. Atienza	Administrative Assistant III
13	Bilaran NHS		Administrative Assistant III
14	Buhay na Sapa NHS	Lovely M. Maramot	Administrative Assistant III
15	Calatagan NHS		Administrative Assistant III
16	Calubcub I.O NHS	Rina C. Badajos	Administrative Assistant III
17	Coral na Munti NHS	Aurea H Enriquez	Administrative Assistant III
18	Dacanlao C. Agoncillo NHS		Administrative Assistant II
19	Dagatan NHS	Michelle Angela C. Perez	Administrative Assistant III
20	Don Leon Mercado Sr. Memorial NHS	Jeremy U. Del Carmen	Administrative Assistant III
21	Dr. Crisogono B. Ermita Sr. MNHS		Administrative Assistant III
22	Dr. Juan A . Pastor MNHS	Diane Louise M. Elmido	Administrative Assistant III
23	Fermin La Rosa NHS	Alona O. Marcos	Administrative Assistant III
24	Gov. F. Leviste MNHS		Administrative Assistant III

25	Jose Lopez Manzano NHS			Administrative Assistant III
26	Laiya NHS		Angelica F. Barcelona	Administrative Assistant III
27	Lian NHS		Dexter B. Leynes	Administrative Assistant III
28	Looc NHS			Administrative Assistant III
29	Lucsuhin NHS			Administrative Assistant III
30	Lumbangan NHS			Administrative Assistant II
31	Maabud NHS			Administrative Assistant III
32	Malvar NHS		Michelle V. Pasia	Administrative Assistant III
33	Masaguitsit Banalo NHS			Administrative Assistant III
34	Mataas na Kahoy NHS		Victoria C. Tanedo	Administrative Assistant III
35	Padre V. Garcia NHS		Ybette Kristine E. Esguerra	Administrative Assistant III
36	Palahanan NHS		Mary Andrelou E. Endaya	Administrative Assistant III
37	Pansol NHS		Princess Juvy A. Tolentino	Administrative Assistant III
38	Payapa NHS			Administrative Assistant III
39	Pedro Paterno NHS			Administrative Assistant III
40	Rosario NHS		Jhona C. Reyes	Administrative Assistant III
41	San Pascual NHS		Maureen D. Malaluan	Administrative Assistant III
42	Sico 1.0 NHS		Marinelo Lirio E. Coronel	Administrative Assistant III
43	Sta. Monica NHS		Maricris M. Desembrana	Administrative Assistant III
44	Sta. Teresita NHS			Administrative Assistant III
45	Taal NHS			Administrative Assistant III
46	Tala NHS			Administrative Assistant III
47	Taysan NHS		Liceria D. Chua	Administrative Assistant III
48	Tingloy NHS		Vanessa Rizelle D. Macuha	Administrative Assistant III
49	Tipas NHS		Trishia Joy C. Mendoza	Administrative Assistant III
50	Wenceslao Trinidad MNHS			Administrative Assistant III



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



13 October 2025

Regional Memorandum
No. 759 s. 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 form through a link to be provided by the Host SDO in the Finance Official GC.

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 