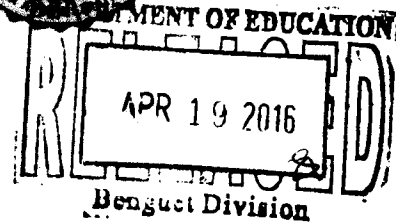
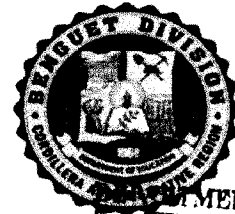


Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
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April 18, 2016

SCHOOLS DIVISION MEMORANDUM

No. 075s. 2016

DIVISION MEETING ON THE PREPARATION OF BUDGET EXECUTION DOCUMENT (BED 2) AND BUDGET ACCOUNTABILITY REPORT (BAR) 1

To: School Heads of all Implementing Units (IUs) and Concerned Personnel

1. Relative to the quarterly submission of Physical Report of Operation (BAR No.1) and FY Physical Plan (BED No.2), there will be a Division Meeting on the Preparation of said reports at the Division Office Adivay Hall, Wangal, La Trinidad, Benguet on April 22, 2016 (Friday).
2. This meeting aims to update IUs on the instructions in filling up BAR No.1 and BED No.2 for common understanding and uniformity.
3. Participants to this activity are the IU's School Heads and 1 personnel in-charge of the said reports. Further, they are advised to bring their latest reports BAR No.1 and BED No.2.
4. Travel expenses of the participants shall be charged against their local funds subject to the usual accounting and auditing rules and regulations, while meal and snacks will be charged to the Division INSET Fund.
5. Attendance of all concerned is enjoined.


FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent