



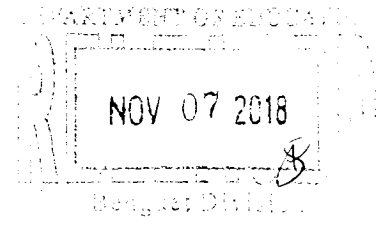
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601




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Division Memorandum

No. 274 s. 2018



TO : Public Schools District Supervisors
Public Secondary School Heads for Independent Units
School Personnel In-Charge for BED 2 and BAR 1
All Others Concerned

FROM : 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

**SUBJECT: DIVISION WORKSHOP ON THE PREPARATION OF FISCAL YEAR 2019
BUDGET EXECUTION DOCUMENT 2 (BED 2)**

DATE : November 05, 2018

1. The Planning and Research Section of this Office will conduct a one-day workshop on the preparation of FY 2019 BED 2 to be participated in by eleven (11) Public Secondary School Heads and eleven (11) personnel in-charge for BED 2 and BAR 1 of Independent Units in Benguet Division. This activity will be conducted on November 22, 2018 and the venue will be announced later.
2. This activity aims to:
 - a. Disseminate to school heads and school personnel in-charge for BED 2 and BAR 1 of the eleven (11) Public Secondary Schools-Independent Units the updates tackled during the regional level workshop;
 - b. Review the target quarters required for the schools to input data for BED 2 and BAR 1;
 - c. Help schools set their targets base on their latest baseline data, and
 - d. Prepare final reports for submission to DBM before the final due date.
3. Participants are encouraged to bring school data on No. of education researches completed, No. of final enrolment, No. of IP learners, No. of teachers actually teaching in the school and No. of teachers and teaching-related staff trained for SY 2018-2019 and laptop and extension cord for the workshop.
4. Snacks and lunch shall be borne by the Schools Division Office while other expenses like transportation and incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and strict compliance with this memorandum is enjoined.