



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

November 11, 2024

DIVISION MEMORANDUM

No **711** s. 2024

**WORKSHOP ON THE PREPARATION, ENCODING AND SUBMISSION OF
BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2025**

To: Public Secondary School Heads of Implementing Units
Accountants/Bookkeepers of Implementing Units
All Others Concerned

1. This office will conduct a two (2) – day **workshop on the preparation, encoding and submission of Budget Execution Documents (BEDs) for FY 2025** on **November 20-21, 2024**. The venue will be announced later.
2. The participants in this activity are the financial staff from each implementing unit in-charge of the preparation of budgetary reports. Attendance is a must. The list of the participants, resource persons and technical working group is found in Enclosure Number 1.
3. The participants are requested to bring the following:
 - a. Laptops and extension cords;
 - b. Copy of National Expenditure Program (NEP) FY 2025; and
 - c. Actual Tax Computation for PS and MOOE.
4. A registration fee of **Two Thousand Six Hundred Pesos (P 2,600.00)** will be charged to each participant to cover expenses for food, lodging, and training supplies. Registration fees and other allowable expenses of the participants are chargeable against the school MOOE while that of resource persons' and TWG will be charged against local fund subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Encl.: None

Reference: As stated.

To be indicated in the Perpetual Index
under the following subject;

WORKSHOP

REPORTS



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@depd.gov.ph



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to DM No. 711, s. 2024

**WORKSHOP ON THE PREPARATION, ENCODING AND SUBMISSION OF
BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2025**

No.	Office	Name	Position/ Designation
1	Arturo Jugo National High School	May Heart M. Gabay	Administrative Assistant II
2	Bongsuan National High School	John Alber V. Sorolla	Administrative Assistant III
3	Cabug-cabug National High School	Jose Ronaldo B. Golero	Administrative Assistant III
4	Camburanan National High School	Melody M. Gapi	Administrative Assistant II
5	Candelaria National High School	Jasmine Chu	Administrative Assistant II
6	Capiz National High School	Jussette A. Ugas	Administrative Officer II
7		Nessa D. Azarcon	Administrative Aide III
8	Casanayan National High School	Renil A. Beria	Administrative Assistant III
9	Col. Patrocenio Artuz National High School	Rosie Jean F. Agno	
10	Commissioner Luis R. Asis National High School	Dino Raoul Gervacio B. Lubio	Administrative Assistant III
11	Concepcion Castro Garcia National High School	Julius C. Ayopela Jr.	Administrative Assistant III
12	Cuartero National High School	Annie P. Basamot	Administrative Assistant III
13	Dao National High School	Judymar D. Berbanio	Administrative Assistant III
14	David Moises Memorial High School	Hannah Grace J. Pagayonan	Administrative Assistant III
15	Don Felix Balgos Memorial National High School	Jebly Rose S. Bejo	Administrative Assistant III
16	Dr. Vicente V. Andaya, Sr. National High School	Jean Margaret D. Feller	Administrative Assistant III
17	Dulangan National High School	Randy D. Alo	Administrative Assistant III
18	Dumalag Central National High School	Scarlette Anne A. Salazar	Administrative Assistant III
19	Estefania Montemayor National High School	Nieves C. Jallorina	Administrative Assistant III
20	Florentina Batoampo Degala National High School	Lorena Degala	Administrative Assistant III
21	Jose Diva Avelino National High School (Hipona NHS)	Leonidas H. Mallillin	Administrative Assistant III
22	Ivisan National High School	Jelly B. Villagrancia	Accountant I
23	Jagnaya National High School	Jenet Claudine L. Lago	Administrative Assistant III



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

WORKSHOP ON THE PREPARATION, ENCODING AND SUBMISSION OF
BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2025

24	Jamindan National High School	Juna F. Beatizula	Administrative Assistant III
25	Leodegario De Ocampo, Sr. National High School	Mary Rose B. Dorado	Administrative Assistant III
26	Lucero National High School	LYN V. ESPINO	Administrative Assistant III
27	Maayon National High School	ALDRIN D. DELEÑA	Administrative Assistant III
28	Macario Delfin Bermejo National High School	Karen N. Gabrido	Administrative Assistant III
29	Maindang National High School	Cendy M. Soliman	Administrative Assistant III
30	Malonoy National High School	Ma. Ruby E. Brinosa	Administrative Assistant III
31	Mambusao East National High School	Merryl C. Young	Administrative Assistant III
32	Mambusao National High School	Randy A. De Juan	Administrative Assistant III
33	Manuel F. Onato Memorial High School	FLORENCIO L. MONTERO	Administrative Assistant III
34	Marciano Patricio National High School	Chona B. Basinillo	Administrative Assistant III
35	Mayor Ramon A. Benjamin, Sr. Memorial High School	Mary Grace S. Bajon	Administrative Assistant III
36	Panitan National High School	Janet D. Mallillin	Administrative Assistant III
37	Pontevedra National High School	Sheryl C. Villamor	Administrative Assistant III
38	Putian National High School	Dexter O. Fantilaga	Administrative Assistant II
39	San Nicolas National High School, Pilar	Faith J. Manguardia	Administrative Assistant III
40		Lynuel B. Jimenez	
41	San Nicolas National High School, Tapaz	Raidez G. Lacro	Administrative Assistant III
42		Mary Grace G. Gapi	Administrative Assistant II
43	Sapian National High School	Sarah Mae P. Pelaez	Administrative Assistant II
44	Tapaz National High School	Romelyn G. Martinete	Administrative Assistant III
45	Tuburan National High School	Melvin Deramas	Administrative Assistant III



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

**WORKSHOP ON THE PREPARATION, ENCODING AND SUBMISSION OF
BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2025**

LIST OF RESOURCE PERSON:

No.	Office	Name	Position/ Designation
1	SDO	Cecil Joy D. Diocson, MPA	Administrative Officer V (Budget)
2	SDO	Marjorie A. Bayhon, MPA	Administrative Officer IV (Cashier II)
3	SDO	Viene Dee D. Calizo	Administrative Assistant III
4	SDO	Andy Van Albert C. Artates	Administrative Assistant III

LIST OF TECHNICAL WORKING GROUP:

No.	Office	Name	Position/ Designation
5	SDO	Marie Joe A. Alaba	Administrative Assistant III
6	SDO	Arnel D. Bentazal	Administrative Assistant III
7	SDO	Jamie Rose Magsila	Administrative Aide I
8	SDO	Kyzel Kaye A. Ibañez	GIP