



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

October 13, 2020

**REGIONAL MEMORANDUM**

No. **534**, s. 2020

**VIRTUAL COORDINATION MEETING WITH REGION AND DIVISION BUDGET OFFICERS,  
BOOKKEEPERS OF IMPLEMENTING UNITS (IUs) AND DBM-RO OFFICIALS**

To: Schools Division Superintendents  
School Heads of Implementing Units  
All Others Concerned

1. This office, through the Finance Division, shall hold a **VIRTUAL COORDINATION MEETING WITH REGION AND DIVISION BUDGET OFFICERS, BOOKKEEPERS OF IMPLEMENTING UNITS AND DBM-RO OFFICIALS** on **October 27, 2020 at 8 am via Google Meet or Zoom.**
2. The participants to this activity are the following:
  - a. Division Offices: Division Budget Officers
  - b. Implementing Units: School Bookkeepers
  - c. Regional Office: FD Chief, SAO, Budget Officer III, Accountant III, and selected Finance Division Staff/personnel
3. The following matters shall be discussed:
  - a. Computation of Personnel Services (PS) Deficiency;
  - b. Adjustment of RLIP overdraft;
  - c. Release of funds for Reclassification;
  - d. Preparation of Financial Plan (BED 1) and Monthly Disbursement Program (BED 3) for FY 2021 thru the Unified Reporting System (URS);
  - e. Encoding of Financial Accountability Reports (FARS) thru URS;
  - f. Uploading of SAROs, Sub-AROs, NCAs and other Budgetary Documents to the Google Shared Drive;
  - g. Submission of Funding Request for FY 2021 Regional Lump-Sums: Cash Allowance, Magna Carta Benefits of Health Personnel, Special Hardship Allowance, Terminal Leave Benefits, and Reclassifications;
  - h. Updating of Budgetary Reports thru Google Sheet;
  - i. Deadline of submission of Budgetary Reports; and
  - j. Other Concerns



4. The Schools Division Superintendents are advised to inform the participants to expect complete and active participation in this activity.
5. The participants are advised to coordinate with the Regional/Division Technology Officers to assist them in this endeavor.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

*for:*   
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV 

FD-GJF

