



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

October 15, 2021

REGIONAL MEMORANDUM

No. **08-624**, s. 2021

CONDUCT OF VIRTUAL PLANNING CONFERENCE WITH REGION AND DIVISION BUDGET OFFICERS AND ACCOUNTANTS, BOOKKEEPERS OF IMPLEMENTING UNITS (IUs) and DBM RO 8 OFFICIALS

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

1. This office, through the Finance Division, shall hold a **Virtual Planning Conference with Region and Division Budget Officers and Accountants, Bookkeepers of Implementing Units (IUs) and DBM RO 8 Officials** on **November 4-5, 2021 at 8:30am via Google Meet or Zoom**.
2. The participants to this activity are the following:
 - a. Schools Division Offices: Division Budget Officers and Accountants
 - 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. DBM Updates;
 - b. Computation of Personnel Services (PS) Deficiency;
 - c. Preparation of Financial Plan (BED 1) and Monthly Disbursement Program (BED 3) for FY 2022 thru the Unified Reporting System (URS);
 - d. Encoding of Financial Accountability Reports (FARS) thru URS;
 - e. Deadline of submission of Budgetary Reports; and
 - f. Other concerns.
4. The Schools Division Superintendent are advised to inform the participants to expect a complete and active participation in this activity.



5. Furthermore, the participants are advised to coordinate with their respective Regional/Division Information Technology Officer to assist them in this undertaking.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

FD-BS-RTA

