



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

November 13, 2024

REGIONAL MEMORANDUM

No. **1435** s. 2024

**VIRTUAL ORIENTATION ON THE SUBMISSION OF THE FISCAL YEAR
2025 BUDGET EXECUTION DOCUMENT PHYSICAL PLAN
AND FISCAL YEAR 2026 BUDGET PROPOSALS**

To: Assistant Regional Director
Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. To facilitate the preparation of this agency's budget plans and proposals, this Office, through the Policy, Planning, and Research Division and the Finance Division, shall conduct Virtual Orientations on the submission of the FY 2025 Budget Execution Document Physical Plan (BED2) in the morning, and FY 2026 Budget Proposals in the afternoon of November 18, 2024, via MS Teams, through this link: bit.ly/25BED26BP.
2. This activity aims to orient the participants on the templates, requirements, and deadlines of the FY 2025 BED2 and FY 2026 Budget Proposals of the Regional Office and the 13 Schools Division Offices.
3. Complete attendance of the participants listed in the enclosure of this Memorandum is highly expected.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director 

Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

BUDGET EXECUTION DOCUMENT BUDGET PROPOSALS

PPRD-MBG



Enclosure of Regional Memorandum No. **1435**, s. 2024

**LIST OF EXPECTED PARTICIPANTS FOR THE ORIENTATION
November 18, 2024, via MS Teams – bit.ly/25BED26BP**

Morning Session	Afternoon Session
FY 2025 Budget Execution Plan 8:30-11:30 AM	FY 2026 Budget Proposal 1:30-4:30 PM
Regional Office	
Assistant Regional Director	Assistant Regional Director
PPRD Chief	PPRD Chief
Finance Division Chief	Finance Division Chief
Planning Officer III	Planning Officer III
Budget Officer III	Budget Officer III
Engineer III	Engineer III
Focal Persons of the following programs: <ul style="list-style-type: none"> - Budget Accountability Report (QAD) - Policy & Research (PPRD) - Madrasah & IP Education (CLMD) - Special Education (CLMD) - Alternative Learning System (CLMD) - Learning Resources (CLMD) - School-based Feeding (ESSD-SHS) - Filling-up of Items (AD-PS) - Training (HRDD) 	Chiefs of the following Divisions: <ul style="list-style-type: none"> - Admin - CLMD - ESSD - FTAD - HRDD - QAD
Schools Division Office	
Schools Division Superintendent	Schools Division Superintendent
Assistant Schools Division Superintendent/s	Assistant Schools Division Superintendent/s
SGOD Chief	SGOD Chief
CID Chief	CID Chief
SEPS for SMM&E	Administrative Unit Head (AO V)
SEPS for P&R	Engineer III
Planning Officer III	Planning Officer III
Budget Officer III	Budget Officer III