

1423



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

October 16, 2025

**REGIONAL MEMORANDUM**

No. **1423** s. 2025

**PLANNING CONFERENCE WITH REGIONAL AND SCHOOLS DIVISION BUDGET OFFICERS ON THE PREPARATION AND SUBMISSION OF FY 2026 BUDGET EXECUTION DOCUMENTS (BEDs)**

To: Schools Division Superintendents  
Division Budget Officers  
All Others Concerned

1. This Office, through the Finance Division, announces the conduct of a Planning Conference with Regional Office and Schools Division Offices (SDOs) Budget Officers on November 5-6, 2025 at the RELC NEAP Region VIII, Government Center, Candahug, Palo, Leyte.

2. This activity aims to ensure the timely and accurate submission of the initial budget execution plans for Fiscal Year (FY) 2026 in compliance with national budgeting guidelines. Specifically, the conference shall focus on the following:

- a. Preparation and submission of the FY 2026 Budget Execution Document (BED) No. 1 (Financial Plan)
- b. Preparation and submission of the FY 2026 BED No. 3 (Monthly Disbursement Program); and
- c. Discussion of other emerging budgetary issues and concerns.

3. The participants in this conference shall be the following:

- a. Schools Division Office (SDO) Budget Officer
- b. One (1) SDO Staff who is directly involved in the preparation and encoding of the BEDs (preferably ADAS II/III from the Budget Section); and
- c. Relevant personnel from the Regional Office Finance Division.

4. All Participants are required to bring the following essential materials:

- a. Laptop and extension cord
- b. Pocket Wi-fi or Mobile Broadband
- c. Soft and Hard Copies of the FY 2026 National Expenditure Program (NEP)
- d. Copies of the Financial Accountability Report (FAR) No. 1 as of September 30, 2025; and
- e. Official report on the Status of Allotment Utilization as of October 31, 2025



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5. Meals and accommodation for the participants shall be provided by the Regional Office Finance Division, chargeable against its available funds, subject to the usual accounting and auditing rules and regulations.
6. The Travel expenses incurred by the SDO participants shall be charged against their respective local funds/MOOE, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.



**RONALO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosures: None

References: None

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

PLANNING CONFERENCE  
BUDGET OFFICER

FD-BS-GJNC