



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

September 11, 2026

**REGIONAL MEMORANDUM**

No. **1187** s. 2026

**PLANNING CONFERENCE WITH REGIONAL AND SCHOOLS DIVISION BUDGET  
OFFICERS AND ACCOUNTANTS ON THE PREPARATION AND  
SUBMISSION OF FY 2027 BUDGET EXECUTION  
DOCUMENTS (BEDs)**

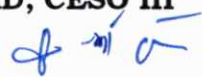
To: Schools Division Superintendents  
Division Budget Officers  
Division Accountants  
All Others Concerned

1. This Office, through the Finance Division, announces the conduct of a Planning Conference with Regional Office and Schools Division Offices (SDOs) Budget Officers and Accountants on October 28-30, 2026 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) 2027 in compliance with national budgeting guidelines. Specifically, the conference shall focus on the following:
  - a. Preparation and submission of the FY 2027 Budget Execution Document (BED) No. 1 (Financial Plan)
  - b. Preparation and submission of the FY 2027 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. Schools Division Accountant or (1) SDO Staff who is directly involved in the preparation of the monthly cash program.
  - 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, 2026; and
  - e. Official report on the Status of Allotment Utilization as of September 30, 2026

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.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director



Enclosures: None

References: None

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

PLANNING CONFERENCE

BEDs No. 1 & 3

FD-BS-GJNC

