



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-579

TO : Asst. Schools Division Superintendent
Chief Education Supervisor -Curriculum Implementation Division
Chief Education Supervisor -Schools Governance Operation Division
School Heads of Public Secondary Schools Implementing Units
All Others Concerned

SUBJECT : **PREPARATION AND SUBMISSION OF THE ANNUAL BUDGET EXECUTION PLANS COVERING THE FISCAL YEAR (FY) 2024**

FROM : Schools Division Superintendent

DATE : November 10, 2023

1. Relative to DBM Circular Letter No. 2022-14 dated October 28, 2022, titled **“Prescribing Guidelines for the Preparation and Submission of the Annual Budget Execution Plans Covering the Fiscal Year (FY) 2023 Budget and thereafter”**, this memorandum is being issued to provide supplementary guidelines and reminders to be observed in the preparation of the FY 2024 Budget Execution Documents (BEDs).
2. All Secondary Schools – Implementing Units shall prepare and submit the following BEDs based on the FY 2024 National Expenditure Program (NEP):
 - a. Financial Plan (BED No. 1);
 - b. Physical Plan (BED No. 2); and
 - c. Monthly Disbursement Program (BED No. 3)
3. BEDs consistent with the FY 2024 NEP must be encoded in the Unified Reporting System (URS). Signed URS-generated hard copies of which shall be submitted to the DBM Regional Office I on or before November 30, 2023.

The schedule of encoding in the URS is no longer applicable, as such all IUs may encode in the system at any time until the said deadline. We may emphasize Item 4.5.1 of CL No. 2022-14 which states that “After clicking the “submit” status, access to the URS shall be automatically closed for encoding”, meaning no revision/no sending back in the NEP-consistent BEDs may be made after submission in the system.

With hundred reasons to serve!



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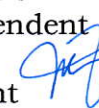
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The URS-submitted BEDs shall serve as the basis for the DBM's release of obligational and disbursement authorities including the Notice of Cash Allocation (NCA). Thus, due diligence should be observed before final submission to ensure that all agency requirements are accounted for.

4. Only hard copies of the BEDs generated from the URS, duly signed by the Agency Head or his/her authorized representative, shall be recognized as compliant with the submission requirement.
5. For any URS-related issues and concerns, please contact the DBM-ICTSS, through ictsshelppdesk@dbm.gov.ph or you may visit at the Division Office Budget and Accounting Unit.
6. For information, guidance, and compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent 

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