



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
OSDS-2026- 192

October 28, 2026

TO : **MARIFE C. RALLOS**
Budget Officer III

Bookkeepers' Forum on the Preparation and Submission of Budget Execution Documents (BEDs) and Budget and Financial Accountability Reports (BFARs)

1. The DBM Regional Office, in coordination with the DepEd Regional Office VII, will conduct a one-day Bookkeeper's Forum on the preparation of BEDs and BFARs on **November 4, 2026**, Wednesday, 8:00 AM to 4:00 PM at **DepEd – Ecotech Center, Sudlon, Lahug, Cebu City**.
2. The forum aims to strengthen the competencies of DepEd bookkeepers in budgeting and financial reporting, including updates on the latest policies, processes, and systems relevant to their core responsibilities, such as navigating the Unified Reporting System (URS) application of the DBM.
3. Attendance to this activity shall be on **Official Business**. Expenses related to the said activity shall be charged to Division MOOE or other local funds, subject to the usual accounting and auditing rules and regulations. Participants in this activity shall be provided with Compensatory Time Off (**CTO**) per CSC DBM Joint Circular No. 2 S. 2024.
4. For more information, please see the attached communication from DepEd Region VII.
5. For your guidance and compliance.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD
Assistant Schools Division Superintendent

WDB/JAAL/OSDS/JKC



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

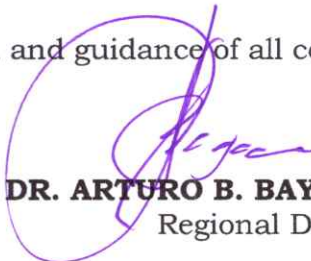
28 OCT 2026

No. **0992** s. 2026

**BOOKKEEPERS' FORUM ON THE PREPARATION AND SUBMISSION OF BUDGET
EXECUTION DOCUMENTS (BEDs) AND BUDGET AND FINANCIAL ACCOUNTABILITY
REPORTS (BFARs)**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office, through the Finance Division, in collaboration with the Department of Budget and Management Regional Office VII (DBM-RO VII), will conduct the Bookkeepers' Forum on **November 4, 2026** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**.
2. The activity aims to strengthen congruency of the financial reports in utilizing the URS both for the newly hired and existing Bookkeepers of the Implementing Units of DepEd Region VII.
3. Participants in the said activity are the Bookkeepers of all Implementing Units, SDO Budget Officers, Regional Office Finance Division Personnel and DBM-RO VII Resource Persons.
4. Expenses for the meals during the conduct of the aforementioned activity shall be charged against Regional Office Funds while travelling expenses of the participants shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations. Meals covered for the live-out activity will be lunch and snacks only.
5. This Memorandum is for the information and guidance of all concerned.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/FD/SHS



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639773295904 local 700



DepEd Tayo Region VII



region7.deped.gov.ph



Certificate No. PHP QMS
24 11 0185