



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

October 14, 2024

REGIONAL MEMORANDUM

No. **1261** s. 2024

**PLANNING CONFERENCE WITH REGIONAL OFFICE AND SCHOOLS DIVISION
OFFICES BUDGET OFFICERS**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Finance Division, announces the conduct of the Planning Conference with Regional and Schools Division Offices Budget Officers on November 6-7, 2024 at a venue to be announced on a separate issuance.
2. This activity aims to:
 - a) discuss the preparation and submission of the FY 2025 Budget Execution Documents (BED) Nos. 1 & 3; and
 - b) other matters.
3. The participants in this conference are the Schools Division Office (SDO) Budget Officers, one (1) staff member per SDO who can assist in the BEDs preparation, and RO FD personnel.
4. Participants must bring their own laptops, extension wires, pocket Wi-Fi, and reports necessary in the submission of the FY 2025 BEDs.
5. Meals and accommodation shall be provided to all participants charged against the RO-FD fund allocation while the travel expenses of the SDO participants shall be charged against their respective MOOE subject to the usual accounting and auditing guidelines.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director 

Enclosures: None

References: None

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

PLANNING CONFERENCE BED Nos. 1 & 3

FD-BS-RAD



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