



DIVISION MEMORANDUM

September 25, 2017

No. 515 S. 2017

ONLINE SUBMISSION OF SCHOOL BUDGET EXECUTION DOCUMENTS (BEDs) 2018

**TO: All Public Schools District Supervisors
All School Heads
All Field Finance Service Personnel**

1. The field is hereby reminded that the deadline for Online Submission of the School Budget Execution Documents (BEDs) FY 2018 is on **September 29, 2017 (Friday)** as announced and set during the 6th ManCom Meeting. The following softcopies are expected to be emailed on time:
 - a. Annual Procurement Plan 2018 (Prescribed MS Excel Format Same as Last Year)
 - b. School Operating Budget 2018 (Prescribed MS Excel Format Same as Last Year)
2. All BEDs 2018 shall be emailed to **depedmisor.budget@gmail.com** using the following File Names:
 - a. APP 2018_DISTRICT NAME_SCHOOL NAME
 - b. SOB 2018_DISTRICT NAME_SCHOOL NAME
3. This office reiterates further that the Matrix of MOOE Budget Allocation per School for 2018 (*available for download at DepEd Misamis Oriental's official website: www.depedmisor.net under Downloadables/Budget*) shall be the basis of BEDs 2018 Preparation. For Senior High Schools, BEDs shall be based on your FY 2017 Budget.
4. For strict compliance.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

