Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

MEMO TO: **SECONDARY SCHOOL HEADS (Implementing Units)**

SUBJECT: **TRAINING-WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION DOCUMENTS (BEDs) FOR 2018**

FROM: **Dr. ERNESTO F. SERVILLON, JR., MNSA, CESO VI**
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DATE: November 6, 2017

Please be informed of the one-day training-workshop on the preparation of Budget Execution Documents(BEDs) thru the Unified Reporting System (URS) on November 13, 2017 at 8:00 o'clock in the morning at the Ati-atihan Festival, Kalibo, AKlan

This will be attended by the Accountants/Bookkeepers of the Secondary Schools (Implementing Units). The participants are required to bring hard copies of updated 2017 Plantilla of Personnel and NEP 2018. Please bring laptop, extension cord and Pocket WiFi for online data encoding.

There will be no registration fee. Travelling expenses of the participants are chargeable against their respective local funds subject to the usual accounting and auditing rules and regulations.

Attendance is a must.

Dr. ERNESTO F. SERVILLON, JR., MNSA, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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