



Republic of the Philippines
Department of Education
Region VIII
DIVISION OF TACLOBAN CITY
Tacloban City



November 11, 2022

DIVISION MEMORANDUM

No. S&S, s. 2022

**CONDUCT OF ON-LINE ENCODING AND SUBMISSION OF FINANCIAL PLAN (BED 1)
AND MONTHLY DISBURSEMENT PROGRAM (BED 3) THRU THE UNIFIED REPORTING
SYSTEM FOR CY 2023**

To: SCHOOL PRINCIPAL

**Leyte NHS, Sagkahan NHS, San Jose NHS,
Marasbaras NHS, Cirilo Roy Montejo NHS
Tacloban City NHS, TNAS and Tacloban City Night HS**

1. This Office, thru the Budget Unit, shall conduct an on-line encoding of BED 1 and BED 3 with the Implementing Unit Schools Senior Bookkeepers on **November 15, 2023, 8:00 A.M. at the DepEd Tacloban City Division Conference Room.**
2. The activity aims to provide technical assistance to all IUs Senior Bookkeepers in the encoding and submission of BED 1 and BED 3 for CY 2023 thru the Unified Reporting System platform of Department of Budget and Management.
3. Participants are expected to bring their own laptops, extension cord and documents needed in the encoding of the said reports.
4. Immediate dissemination of and compliance with this Memorandum are desired.


MARIZA S. MAGAN, EdD., CESO V
Schools Division Superintendent



RELEASED
Date: 11/11/22
Time: 9:51
Signature: 