



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

October 04, 2022

**DIVISION MEMORANDUM**

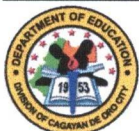
No. 394s, 2022

**Orientation Workshop on the Preparation of the 2023 Budget Execution Documents (BEDs) and School Operating Budget (SOB) / Financial Reports**

TO: ASDS/Chief – CID & SGOD  
Accountant III  
Administrative Assistant Officer V - Budget  
Administrative Officer IV – Supply Officer  
Elementary/Secondary School Heads/In-Charge  
Administrative Assistant II/III Accounting Unit  
Administrative Assistant I – Budget Unit


1. In anticipation of the FY 2023 Budget Execution Plans and Targets submission to the Regional Office and DBM, the field is hereby informed of the conduct of an Orientation Workshop of the 2023 Budget Execution Documents (BEDs) and School Operating Budget (SOB)/Financial Reports in two (2) batches on October 10-11, 2022 at Chali Beach Resort & Conference Center, Cugman, Cagayan de Oro City.
2. 

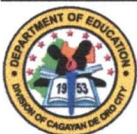
First batch (October 10, 2022)	Second Batch (October 11, 2022)
a. All Secondary Schools in Legislative I	a. All Secondary Schools in Legislative II
b. Elementary Schools	b. Elementary Schools
i. Southwest I	i. Central
ii. Southwest II	ii. East I and East II
iii. West I	iii. North I and North II
iv. West II	iv. South



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048

3. Each School is allotted with **2 participants**, the **School Head** and **member of the School Planning Team** (preferably AO II, ADAS III & ADAS II) who can help/assist the former in the preparation of the said reports. **NO PROXY** allowed for the School Head.
4. The school Heads are advised to do the preparatory works on the **2023 financial reports**. The **2023 School MOOE based on the NEP** was already posted in our DepED CDO Website and Finance Facebook Page. Finalization and submission of reports will be in the afternoon of the workshop; thus, participants are advised to **bring laptop** should there be a need to correct the said reports. **NO REPORTS, NO CERTIFICATE OF APPEARANCE** will be given to the participants.
5. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
6. Lunch and snacks shall be served during the period charge to local funds subject to the usual accounting and auditing rules and regulations.
7. For strict compliance.

  
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048