



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

September 28, 2020

**DIVISION MEMORANDUM**

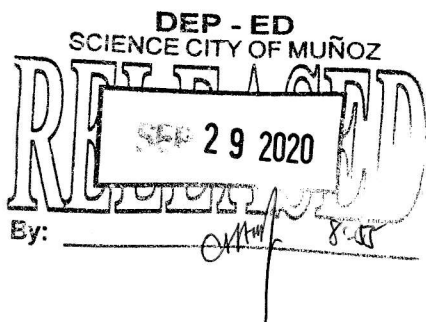
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**PREPARATION AND SUBMISSION OF BUDGET EXECUTION DOCUMENTS (BEDs)**

To: All Concerned Personnel

1. Budget Execution Documents (BEDs) contain the Financial and Physical Plan, Monthly Disbursement Program (MDP) and Annual Procurements Plan (APP) of the Division for the year 2021. It is required to be submitted to the Department of Budget and Management (DBM) on or before November 15, 2020.
2. In view of the above, all concerned personnel are hereby requested to prepare, present and submit the Programs, Projects and Activities for 2021 and the Project Procurement Plan (PPMP).
3. Programs, Projects and Activities and PPMP will be reviewed and evaluated which will be consolidated for Annual Procurement Plan (APP) in the Program Committee Meeting (ProgCom) and Financial Committee Meeting (FinCom) on Thursday, October 8, 2020 at 10:30 am.
4. Link of the meeting will be posted in the Workplace.
5. For compliance.

**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent



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