



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



September 18, 2024

DIVISION MEMORANDUM
 No. 319, s. 2024

FY 2025 BUDGET EXECUTION DOCUMENTS PREPARATION

To: All Public Elementary School Heads
 All Public Secondary School Heads
 School-Based Non-Teaching Personnel (ADAS III and ADAS II)
 This Division

1. In line with the regional workshop of Budget Execution Documents (BEDs), all school heads together with their assigned finance staff are directed to prepare their FY 2025 Budget Execution Documents based on the National Expenditure Program (NEP) to ensure timely submission of the Consolidated Final BEDs to regional office.
2. School heads shall conduct consultation meeting with teachers and stakeholders.
3. Schools are urged to undergo review and revisit the School Improvement Plan (SIP) and Annual Implementation Plan (AIP) and adjust accordingly to respond to the circumstances and eventualities in the areas where the school operate.
4. School heads are also advised to evaluate the current spending specially the mandatory expenditure and consider the expenses in the preparation of Regional Unified Quarterly Assessment (RUQA).
5. All ADAs shall encode the School Operating Budget and MDP in the google link provided at <https://tinyurl.com/2025MDPSOB>
6. All schools shall strictly comply with the submission of the Budget Execution Documents on time. The deadline for submission is on October 1, 2024, at 5:00 o'clock in the afternoon. List below are the required Budget Execution Documents:
 - a. Annual Implementations Plan (AIP)
 - b. Annual Procurement Plan-Non CSE.
 - c. Project Procurement Management Plan (PPMP).
 - d. Work and Financial Plan,
 - e. School Operating Budget; and
 - f. Monthly Disbursement Plan.



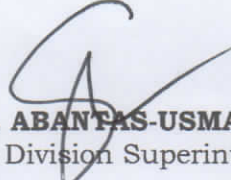

Address: Anecito Sieta St. Mantic, Tangub City
 Telephone No: (088) 530 - 5988
 Email: tangub.city@deped.gov.ph
 Website: www.tangub.deped.gov.ph

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.2024	Page	Page 1 of 2



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

7. For information, guidance, and strict compliance.


SHAMBAEH A. ABANTAS-USMAN, Ph.D., CESO VI
Schools Division Superintendent *of* 

Encl: As stated

Reference: FY 2025 NEP

To be indicated in the Perpetual Index
under the following subjects:

PREPARATION-BEDs FY 2025

SAU/MCS/ FY 2025 BUDGET EXECUTION DOCUMENTS PREPARATION
September 18, 2024



Address: Anecito Siete St. Mantio, Tangub City
Telephone No: (088) 530 - 5988
Email: tangub.city@deped.gov.ph
Website: www.tangub.deped.gov.ph

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.16.2024	Page	Page 2 of 2