



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

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Revision No. 01

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECT.

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DIVISION MEMORANDUM  
No. 500, s. 2021

**MEETING IN THE PREPARATION OF FY 2022 BUDGET EXECUTION DOCUMENTS  
(BEDs)**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Administrative Officer V

1. The Finance Section is informing all School Heads on the conduct of meeting in Preparation of FY 2022 Budget Execution Documents (BEDs) on November 11, 2021 (Thursday), 3:00pm via Google Meet.
2. Agenda for this activity are the following:
  - a. Status of MOOE Downloading FY 2021
  - b. National Expenditure Program (NEP) FY 2022
  - c. Preparation of Annual Procurement Plan Common Use Supplies and Equipments (APP-CSE) FY 2022
  - d. Preparation of Annual Procurement Plan Non-Common Use Supplies and Equipments (APP-NCSE) FY 2022
  - e. Preparation of Work and Financial Plan (WFP) FY 2022
3. Participants to this meeting are School Heads of Elementary, Junior High Schools, Senior High Schools, Division Planning Officer III, SEPS- Research, Division Supply Officer, Division Accountant III and Division Budget Officer III.
4. Immediate dissemination of this Memorandum is desired.

  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent 

Encl: As stated  
Reference:

OSDS/BUD / DM-MEETING IN THE PREPARATION OF FY 2022  
BUDGET EXECUTION DOCUMENTS (BEDs)  
3620 / 11/10/2021



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