



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

16 NOV 2022

DIVISION MEMORANDUM

No. *888*, s. 2022

**2-DAY WORKSHOP ON THE PREPARATION OF CY 2023 MONTHLY DISBURSEMENT PROGRAM/BED 3 (NEP LEVEL), & CY 2022 BED 1 (GAA LEVEL) – ENCODING MANUALLY & ONLINE-URS**

To: Schools Division Superintendent  
Assistant Schools Division Superintendent  
Chief, SGOD  
Chief, CID  
Accountant III  
Budget Officer III  
Administrative Officer II  
Administrative Assistant III

1. This office here informs all the concerned personnel of the **2-DAY WORKSHOP ON THE PREPARATION OF CY 2023 MONTHLY DISBURSEMENT PROGRAM/BED 3 (NEP LEVEL), & CY 2023 BED 1 (GAA LEVEL) – ENCODING MANUALLY & ONLINE-URS**, on November 14 & 15, 2023, which will start at 8:00AM until 6:00PM. The venue for the said workshop shall be announced later. This activity aims to ensure the accuracy and timely submission of CY 2023 BED 3 and CY 2022 BED 1 in the Online-URS.
2. Participants are requested to bring the following:
  - a. Laptop.
  - b. Extension wires.
  - c. FAR 1 as of September 30, 2022
  - d. CY 2023 BED 3 NEP Level (Manual/Excel File)
3. Travelling and incidental expenses related to this activity shall be charged against Division/School MOOE funds with a registration fee of **P3,000.00 per participants** subject to the usual accounting and auditing rules and regulations.
4. The participants to the workshop are listed on the attached sheet.
5. This serves as your **TRAVEL ORDER/AUTHORITY TO TRAVEL**
6. Please be guided accordingly.

*Senen Paulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/JMA-MKP/FINANCE/ldc  
Nov. 2, 2022



**Address:**Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:**(035)225-2838 / 225-2376 / 422-7644  
**Email Address:**negros.oriental@deped.gov.ph



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List of Participants for the **2-DAY WORKSHOP ON THE PREPARATION OF CY 2023 MONTHLY DISBURSEMENT PROGRAM/BED 3 (NEP LEVEL), & CY 2022 BED 1 (GAA LEVEL) – ENCODING MANUALLY & ONLINE-URS** on November 14 & 15, 2022

No.	Name	School/Position
1	MA. JENNIFER P. PIODOS	ACCOUNTANT III - SDO
2	LYDIA D. CACAS	BUDGET OFFICER III - SDO
3	REZALYN M. REVIDAD	ADAS III - SDO
4	GENALE JUNE S. RAMIREZ	AMLAN NHS
5	DAFODEL M. CALUMPANG	AYUNGON NHS
6	JONAH JOHN SILVA	AYUNGON NHS
7	J CHRISSA D. RUBIO	CASIANO NAPIGKIT NHS
8	SHEILA T. ALDENESE	DAUIN NHS
9	MERLE F. ARDENIA	DEMETRIO L. ALVIOLA NHS
10	MATET B. GADINGAN	DON EMILIO MACIAS NHS
11	MARIA CHONA S. ESTRELLANES	JIMALALUD NHS
12	DIONESIA CARTAGENA	JOSE B. CARDENAS MNHS
13	ELIZABETH Y. BANUA	JOSE MARIE LOCSIN MNHS
14	CLAIRE THERESE C. PESALBON	LA LIBERTAD NHS
15	MARIE ROSALIE L. BERGADO	MA. MACAHIG NHS
16	BENJIE LOFRANCO	MABINAY NHS
17	MERLINE B. DAHIL-DAHIL	MANJUYOD NHS
18	ANGELO ALMAIDA	NEGROS ORIENTAL HS
19	JOHN KIRBY B. ELNAR	SANTIAGO DELMO NHS
20	MARIA JINA R. TROPA	SIATON NHS
21	MAY ANN P. SALDIVAR	SIBULAN NHS
22	JOY ANN T. EGE	TAMBO NHS
23	LYZIEL JOY J. BACO	TAYASAN NHS
24	RECHEL P. JALUAG	VALENCIA NHS



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