



Division Memorandum
No. 385 s. 2016

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Budget Execution Document (BED2) and Budget Accountability Report (BAR1) Timelines

To : Secondary School Head of Implementing Units
Budget Officer
Bookkeeper
Other concerned personnel

1. As agreed upon during the coordination meeting with the Policy, Planning and Research Division (PPRD) and Division Office, the following timelines shall be observed in the submission of quarterly report on BAR1 and annual report on BED2.

Type of Report	Deadline
BED 2 (FY 2017)	November 18, 2016
BAR1 4 th quarter	January 5, 2017
BAR 1 1 st quarter	April 5, 2017
BAR 1 2 nd quarter	July 5, 2017
BAR 1 3 rd quarter	October 5, 2017

2. Please submit hard copy to the Department of Budget and Management and copy furnished to Policy, Planning and Research Division at the Regional Office and Division Office.
3. Immediate and wide dissemination of this memorandum to all concerned is desired.

ATTY. AUGUSTIN P. LABAN III
Attorney III
Schools Division Superintendent
Officer-In-Charge