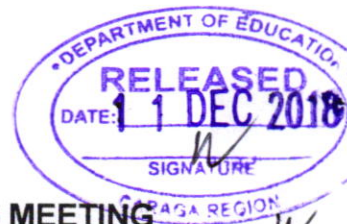




December 11, 2018

REGIONAL MEMORANDUM


No. 697, s. 2018



FY 2018 4th QUARTER FULL-TIME DELIVERY UNIT (FDU) MEETING

To: **Schools Division Superintendents**
Chiefs of the Functional Divisions of the Regional Office
This Region

1. The FY 2018 4th quarter Full-time Delivery Unit (FDU) meeting is on December 13, 2018, 2:00PM to 5:00PM at RELC II, DepED Regional Office XIII, Butuan City, with the Division of Surigao City as the host.
2. The agenda for the said meeting are the following:
 - A. Presentation of the Agency's Physical Report of Operations (Target vs Accomplishment per FY 2018 GAA) and Budget Utilization Rate (BUR) as of September 30, 2018;
 - B. Status of Submission of Budget and Financial Accountability Reports (BFARs) and Budget Execution Documents (BEDs) in the Unified Reporting System (URS);
 - C. Guidelines on the release of funds for FY 2019 using the evaluated BEDs;
 - D. Updates on the documentary requirements for various requests to DBM;
 - E. DepEd concern/s; and
 - F. Other Matters.
3. The participants are the Regional Director, Assistant Regional Director, Schools Division Superintendents or Assistant Schools Division Superintendents, SGOD Chiefs, Budget Officer, Accountant and Planning Officer of the 12 Division Offices, Chiefs of the Functional Division and select staff from the Regional Office.
4. Transportation expenses of the participants shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
5. Wide and immediate dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC - Regional Director 

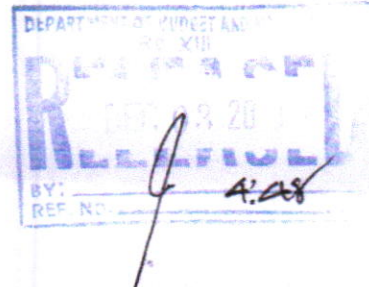


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE NO. XIII (CARAGA), BUTUAN CITY

December 3, 2018

FRANCIS CESAR B. BRINGAS, CESO V

OIC - Regional Director
Department of Education
Regional Office XIII
Butuan City



Dear Director Bringas:

We wish to inform you that our FY 2018 4th Quarter Full-time Delivery Unit (FDU) meeting is on December 13, 2018, 9:00AM to 12:00NN to be hosted by the Division of Surigao City. The venue of the meeting will be announced by the host Division Office later.

Below are our agenda of the meeting:

1. Presentation of the Agency's Physical Report of Operations (Target vs Accomplishment per FY 2018 GAA) and Budget Utilization Rate (BUR) as of September 30, 2018;
2. Status of Submission of Budget and Financial Accountability Reports (BFARs) and Budget Execution Documents (BEDs) in the Unified Reporting System (URS);
3. Guidelines on the release of funds for FY 2019 using the evaluated BEDs;
4. Updates on the documentary requirements for various requests to DBM;
5. DepEd concern/s; and
6. Other Matters.

We enjoined the presence of your FDU Team, as well as the participation of the Schools Division Superintendents and their Budget Officers, Accountants, Planning Officers and Personnel Officers in the aforementioned meeting.

For the details, you may contact any of our technical staff at telephone numbers 342-1227, 342-8977 or 341-5932. We hope to see you then.

Thank you.

Very truly yours,

Gary R. Martel
GARY R. MARTEL, CPA, MPA, CESO III
Regional Director