




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DEPED-DIVISION OF SURIGAO DEL SUR  
**RELEASED**  
 DATE: October 8, 2025  
 TIME: 3:15pm  
 SIGNATURE: 

Division MEMORANDUM  
 No. 433 s. 2025

**TRI-DIVISION HISGOT-BANSAY: TRAINING-WORKSHOP ON BEDS PREPARATION; REPORT RECONCILIATION; ALLOTMENT AND CASH DEFICIENCY COMPUTATION; AND DBM ONLINE COMPUTATION**

To: Division Finance Personnel  
 IU's Senior Bookkeepers & Designate  
 IU's Budget Officers & Designate  
 IU's Disbursing Officers & Designate  
 This Division  
 All Other Concerned

1. In line with the provisions of the following issuances: DepEd Memorandum and COA-DBM Joint Circular No. 2013-1 dated March 15, 2013 (revised guidelines on the submission of quarterly and annual accountability reports on appropriations, allotments, obligations, and disbursements); COA-DBM Joint Circular No. 2014-1 dated July 2, 2014 (guidelines on the use of the modified Budget and Financial Accountability Reports [BFARs]); COA Circular No. 2015-002 (supplementary guidelines on the preparation of financial statements and other financial reports); and COA-DBM Joint Circular No. 2019-1 dated January 1, 2019 (updated guidelines on BFARs starting FY 2019) — the DBM Regional Office XIII will once again conduct a series of **Hisgot-Bansay**: technical discussions and training-workshops to be held on **October 16-17, 2025** (venue to be announced).
2. This activity will be participated in by finance personnel from three Schools Division Offices — **Surigao del Sur** (host division), **Tandag City**, and **Bislig City** — with the goal of ensuring proper financial reporting, improved budget utilization, and well-planned budget execution for the next fiscal year.
3. The workshop aims to orient and equip Division and School Finance personnel with the necessary knowledge and skills on the policy guidelines and procedures for preparing Budget Execution Documents (BEDs), reconciling Budget and Financial Accountability Reports (BFARs), computing allotment and cash deficiencies, and navigating DBM's online systems such as the Unified Reporting System (URS) and the Agency Dashboard Reporting System (ADRS).
4. The participants of this activity are the following:
  - a. Surigao del Sur Division Accountant, Budget Officer, Human Resource Officer and IU Schools Bookkeeper, Budget Officer and Disbursing Officer (89 pax)



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- b. Tandag City Division Accountant, Budget Officer, Human Resource Officer and IU Schools Bookkeeper, Budget Officer and Disbursing Officer (16 pax)
  - c. Bislig City Division Accountant, Budget Officer, Human Resource Officer and IU Schools Bookkeeper, Budget Officer and Disbursing Officer (10 pax)
  - d. DBM personnel (5pax)
  - e. Division PMTs
5. A registration fee of Two Thousand Eight Hundred Pesos (-P- 2,800.00) will be collected from each participants from the three Schools Division Offices to defray expenses for the meals, snacks and accommodation chargeable to respective Division and/or School MOOE. Expenses for the program management team including supplies will be charged to Surigao del Sur Division MOOE funds subject to usual accounting and auditing rules and regulations. First meal to be served will be breakfast on October 16, 2025 while last meal to be served will be lunch with PM snacks on October 17, 2025.
6. Immediate and widest dissemination of this memorandum is desired.

  
**LORENZO O. MACASOCOL, PhD., CESO V**  
 Schools Division Superintendent

Encl.: None

Reference: DepEd Memorandum and COA-DBM Joint Circular No. 2013-1 dated March 15, 2013  
 COA-DBM Joint Circular No. 2014-1 dated July 2, 2014 COA Circular No. 2015-002 COA-DBM  
 Joint Circular No. 2019-1 dated January 1, 2019

To be indicated in the Perpetual Index

Under the following subjects: POLICY TRAVEL AUTHORITY

OSDS/bec  
 10/8/2025