



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

October 20, 2025

DIVISION MEMORANDUM
SGOD-2025-178

**ADOPTION OF BED2 & BAR1 CONSOLIDATED
TEMPLATE TO PREPARE DIVISION TARGET & ACCOMPLISHMENT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Elementary & Secondary School Heads
This Division

1. In reference to Regional Memorandum PPRD-2025-041, Finalization of FY 2026 Budget Execution Document 2 and Guidelines for BED2 and BAR 1, this Office through the Planning & Research Section of School Governance and Operations Division (SGOD) shall conduct a coordination meeting in division conference room on October 22, 2025, at 9 o'clock in the morning.

2. The following program holders / person-in-charge are expected to attend.

		* Responsibilities
a. SM&E	Mohani Paguita	- Monitoring
	Junaflor Sucaldito	- Monitoring
b. P&R /HRD	Dianne Dela Fuente	- Research & Human Resource Trainings
c. HRMO	Glenda Orcinado	- Newly Created Items
d. SPED	Joseph Pilotos	- SNED Enrolment
e. ALIVE	Mohani Paguita	- ALIVE Enrolment
f. IPED	Rona Tacot	- IPED Enrolment
g. ALS	Agnes Muyco	- ALS Enrolment
h. LRMDs	Ivy Lamintao	- Learning Resources
i. NAT Focal	Ernie Pama	- NAT results
j. SBFp	Catherine Quirog	- Feeding Program recipient
k. SLAC Focal	CID In-charge	- Schools conducting SLAC
l. VFGNHS	Ma. Theresa Escobia	- BED2 & BAR1 In-charge
m. TNHS	Martin Diaz	- BED2 & BAR1 In-charge



Address: Alunan Highway, Poblacion, Tacurong City 9800

Telephone Numbers: (064)-562-4880; 0919-065-6425

Email: tacurong.city@deped.gov.ph

Website: depedtacurong.org



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3. Please bring your three-year data relevant to the responsibilities mentioned above to be used in forecasting the 2027 physical target.
4. Program holders/In-charge are also advised to bring their own laptop.
5. Enclosed is the reference Regional Memorandum PPRD-2025-041 for your guidance.
6. For immediate dissemination and compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



ASR/DM/SGOD – Adoption of BED2 & BAR1 Consolidated Template to prepare Division Target & Accomplishment / October 20, 2025



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13 Oct 2025

REGIONAL MEMORANDUM
PPRD-2025-041

**FINALIZATION OF FY 2026 BUDGET EXECUTION DOCUMENT 2
AND GUIDELINES FOR BED 2 AND BAR 1**

To: Schools Division Superintendents
Planning Officers
SMME in-charge

1. In reference to Regional Memorandum PPRD-2025-032 titled, **Series of Activities in relation to Budget Execution Document 2 for FY 2026**, this office thru the Policy, Planning, and Research Division (PPRD) shall conduct the **Finalization of FY 2026 Budget Execution Document and Guidelines for BED 2 and BAR 1** on **November 3-5, 2025 in General Santos City**.
2. This activity aims to:
 - a. finalize the Budget Execution Document (BED) 2 for submission to Department of Budget and Management; and
 - b. firm up the Guidelines in the Preparation of the BED 2 (Target Setting) and BAR 1 (Accomplishments Reporting).
3. The Division Planning Officers shall, prior to the conduct of this activity:
 - a. present their respective FY 2026 Budget Execution Document (BED) 2 to their respective Program Holders, Schools Division Superintendent and Asst. Schools Division Superintendent; and
 - b. obtain from their respective Head of Office a certification/endorsement as Means of Verification (MoV) that the same has been presented and quality assured.
4. Moreover, the Regional Office through the PPRD supports innovations from its Division Office counterparts; anent, this office adopts the presented and finalized **Budget Execution Document (BED) 2 and Budget Accountability Report (BAR) 1 Consolidation Template in Preparation/Harvesting of Region/Division Targets and Accomplishments** crafted by Alejandro S. Reginaldo, Planning Officer III of SDO Tacurong. To obtain a copy of the template, you may reach the abovementioned person through alejandrosreginaldo@deped.gov.ph.
5. Supplies, meals and accommodation expenses to be incurred in this activity shall be charged to PMIS OSEC-12-25-04991, subject to usual accounting rules and auditing procedures. Travel and incidental expenses of the participants shall be charged to local funds. First meal is AM snacks on November 3, 2025, and the last meal is Breakfast on November 5, 2025.
6. For activities that fall on Saturday, Sunday and/or Holiday, participants shall be granted Compensatory Time-off (CTO) following DepEd Order No.53, s. 2003, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.



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7. For further inquiries, contact Dr. Glenn A. Bisnar – PPRD Chief, through glenn.bisnar@deped.gov.ph or Raffy G. Herrera – EPS through raffy.herrera001@deped.gov.ph or Lovely Z. Ramos, Planning Officer III through lovelyz.ramos@deped.gov.ph.

8. For information and compliance of all concerned.

Digitally signed by
Rocafort Carlito Dalisay
Adobe Acrobat Reader
version: 2023.006.20380

CARLITO D. ROCAFORT
Director IV

Enclosures: Enclosure 1: List of Participants; *Enclosure 2: Indicative Program of Activities*
References: PPRD WFP FY 2025
Allotment: PMIS OSEC-12-25-04991
To be indicated in the Perpetual Index
under the following Subjects:

PLANNING
WORKSHOP



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Enclosure 1 to Regional Memorandum PPRD-2025-041:

LIST OF PARTICIPANTS

RO/SDOs	Planning Officer	SMME	Chief/EPS	Support Staff
Cotabato	1	1		2
General Santos City	1	1		1
Kidapawan City	1	1		
Koronadal City	1	1		
Sarangani	1	1		1
South Cotabato	1	1		1
Sultan Kudarat	1	1		1
Tacurong City	1	1		
Quality Assurance Division			2	
Policy, Planning, and Research Division	1		2	3
TOTAL			30	



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Enclosure 2 to Regional Memorandum PPRD-2025-041:

INDICATIVE PROGRAM OF ACTIVITIES

**FINALIZATION OF FY 2026 BUDGET EXECUTION DOCUMENT 2
 AND GUIDELINES FOR BED 2 & BAR 1**
 November 3 – 5, 2025

DATE/TIME	ACTIVITY	PERSON IN-CHARGE
Day 1: November 3, 2025		
7:30 – 8:00 AM	Arrival of Participants	
8:00 – 8:30 AM	Preliminaries and Attendance Checking	PPRD Personnel
	Welcome and Opening Remarks	Raffy G. Herrera EPS
	Introduction of Participants	Kate Hanselle G. Iguianon
	Statement of Purpose	Glenn A. Bisnar Chief, PPRD
	Message	Carlito D. Rocafort Director IV
8:30 -10:00 AM	Finalization of Budget Execution Document (BED) 2	Planning Officers
SNACKS		
10:00 – 12:00 NN	Finalization of Budget Execution Document (BED) 2	Planning Officers
LUNCH		
1:00 – 3:00 PM	Presentation of Finalized BED 2	Planning Officers • SDO Cotabato • SDO General Santos • SDO Kidapawan • SDO Koronadal
SNACKS		
3:00 – 4:45 PM	Presentation of Finalized BED 2	Planning Officers • SDO Sarangani • SDO South Cotabato • SDO Sultan Kudarat • SDO Tacurong
4:45 – 5:00 PM	Debriefing	
Day 2: November 4, 2025		
8:00 – 8:30 AM	MOL	PPRD Personnel
8:30 – 10:00 AM	Finalization of BED 2/BAR Guidelines	Lovely Z. Ramos Planning Officer III Norman S. Valeroso Education Program Supervisor Division Planning Officers and



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		SMME in-charge
SNACKS		
10:00 – 12:00 NN	Continuation of Finalization of BED 2/BAR Guidelines	
LUNCH		
1:00 – 3:00 PM	Continuation of Finalization of BED 2/BAR Guidelines	
3:00 – 4:00 PM	Next Steps and Agreements	PPRD Personnel
4:00 – 5:00 PM	Closing Activities Awarding of Certificate of Utilization of Innovation to Alejandro S. Reginaldo Jr., Planning Officer III	PPRD Personnel
BREAKFAST		
HOME SWEET HOME		