



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 13, 2025

DIVISION MEMORANDUM
No. **617**, s. 2025

**SUBMISSION OF FY 2026 BUDGET EXECUTION DOCUMENTS (BEDs) –
NATIONAL EXPENDITURE PROGRAM (NEP) LEVEL**

To: Public Schools District Supervisors
School Heads of Secondary Implementing Unit Schools (IU-Schools)
Finance Staff or Designated Bookkeeper of Secondary IU-Schools
All Others Concerned

1. Pursuant to Department of Budget and Management (DBM) Circular Letter No. 2016-9 dated October 27, 2016 titled “*Submission of the Annual Budget Execution Plans*” and DBM Circular Letter No. 2022-14 dated October 28, 2022 “*Prescribing Guidelines for the Preparation and Submission of the Annual Budget Execution Plans covering the Fiscal Year (FY) 2023 Budget and Thereafter*”.
2. Please be reminded of the Division Deadline and manner of submission to wit:

| Report | Format | Deadline of Submission |
|--|---|------------------------|
| BED 1 and 3 – FY 2026 NEP Level (<i>URS Generated and Submitted Status</i>) | 2 copies in long bond paper signed in fresh ink | November 24, 2025 |

3. Immediate dissemination and compliance of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ
Chief Education Supervisor
Schools Governance and Operations Division
In-charge of the Division

Encl. : as stated
Reference : as stated

To be indicated in the Perpetual Index
Under the following subjects:

FUNDS PLANS REPORTS

/MAJ/ARLN



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph