



Reference No. 2023-09-83
 September 26, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DIVISION HEADS AND SECTION/UNIT HEADS

SUBJECT : CALENDAR OF ACTIVITIES FOR FY 2024 NATIONAL EXPENDITURE PROGRAM (NEP)

In line with the submission of Budget Execution Documents (BEDs) 1 (Financial Plan) and 3 (Monthly Disbursement Program) to the Department of Budget and Management, you are hereby instructed to submit signed hard copy of BEDs 1 and 3 based on NEP for different R4D programs, as well as work and financial plan for overhead with monthly targets on or before October 14, 2023.

For reference, below is the calendar of activities for the FY 2024 Plan and Budget:

Activity	Date	Expected Output
A. Meeting with division heads on the finalization of the FY 2024 Recommended Budget Ceiling	September 28, 2023	Recommended FY 2024 Budget Ceiling for Overhead
B. Presentation of recommended Budget Ceiling in the Management Committee meeting for the approval of the body	October 2, 2023	Final and approved Budget Ceiling
C. Submission of signed hard copy of BEDs 1 and 3 for different for R4D Programs	October 14, 2023	BEDs 1 and 3 for R4D Programs
D. Submission of Work and Financial Plan for Overhead with Monthly Targets by each division	October 14, 2023	Work and Financial Plan for Overhead
E. Consolidation of Work and Financial Plan	October 16-20, 2023	Consolidated Work and Financial Plan and BEDs



Activity	Date	Expected Output
F. Workshop with DA-OSEC in Preparation of the Department of Agriculture's FY 2024 Plan and Budget (BAR Planning and Budget)	October 23-27, 2023	Manual copy (in excel file) with consideration of recommendations made by DA - FMS of BEDs 1 and 3.
G. Encoding and online submission of BEDs 1 and 3 to DBM's Unified Reporting System (URS) and subsequent generation of report.	October 30 - November 3, 2023	Signed URS generated BED 1 and 3.

For compliance.


JUNEL B. SORIANO, PhD

