



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE XIII, BUTUAN CITY

November 7, 2023

MARIA INES C. ASUNCION

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



Dear **Director Asuncion**:

Greetings of peace and good health!

The DBM and DepEd RO XIII FY 2023 4th Quarter Full-time Delivery Unit (FDU) meeting is on December 12, 2023 (Tuesday) at 9:00 AM – 12:00 NN. Venue to be announced later.

Below are our proposed agenda:

1. Presentation of the Agency's Physical Report of Operations (Target vs. Accomplishment per FY 2023 GAA) and Budget Utilization Rate (BUR) as of September 30, 2023;
2. Inventory of 3rd Quarter Accountability Reports;
3. Inventory of FY 2024 Budget Execution Documents (BED) Submission;
4. Issues and concerns in P/A/P implementation and budget utilization; and
5. Other matters.

For agenda item no. 4 above, this is to request the submission of your issues and concerns two (2) days before the meeting through the link <https://tinyurl.com/5n6bzmuk> so it can be provided with an advance response or action, or coordination with the Central Office, if needed.

Your presence and that of the members of your FDU team in the subject meeting is highly encouraged.

For more details, kindly contact Ms. Maryjyl B. Arizala or any of the DBM Caraga technical staff at telephone number (085) 817-1600.

Thank you.

Very truly yours,



MARIA FE D. JAGNA, CESO IV
Regional Director