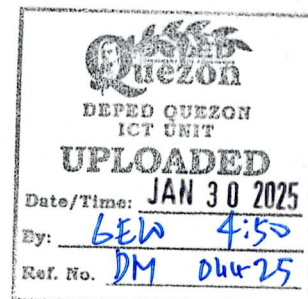




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 January 2025

DIVISION MEMORANDUM
DM No. 046, s. 2025

PLANNING & BUDGET CONFERENCE FOR FY 2026

To: Assistant Schools Division Superintendents
Division Chief – SGOD
Public School District Supervisors
All School Heads – IUs and NON-IUs

1. With reference to National Budget Circular No. 153, DepED Order No. 44, s. 2015, and Division Memorandum No. 006, s. 2025, this Office, will conduct the Planning and Budget Conference for FY 2026, **by batch**, on **February 3-5, and 11-13, 2025**, at **OUAN'S The Farm Resort**, Lucena City.
2. The objectives of this activity are the following:
 - To align plans with the Division's Educational Development Plan.
 - To provide technical assistance in the preparation of the School Improvement Plan (SIP), Annual Improvement Plan (AIP), and Budget Proposals.
 - To facilitate collaborative planning between the school heads, and members of the Division Planning Team.
 - To enhance the capacity of the school heads in school planning, budgeting preparation, and financial management.
 - To ensure timely submission of SIP, AIP, and Budget Proposals by schools.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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- To ensure compliance with existing budget, accounting, and auditing rules and regulations.
3. The participants of this training are the School Heads and selected Division Personnel, and the detailed schedule may be accessed thru this QR Code:



4. This activity is **live-out**, except for the participants from the Division Office proper. However those beyond the 50-kilometer radius may avail of Day zero, and reimbursed the related expenses subject to DepED Order No. 43, s. 2023, “Omnibus Travel Guidelines for all Personnel of the Department of Education.”
5. The participants are instructed to immediately prepare, **after this activity**, their SIP, AIP & Budget Proposals with their School Planning and to submit as follows:

School Tagging	Reports to submit	DEADLINE
NON -IUs	SIP, AIP & Budget Proposals	SIP ► refer to DM 006, s. 2025 AIP & Budget Proposals ► Feb. 24-28, 2025
IUs	*SIP & AIP only	SIP ► refer to DM 006, s. 2025 AIP ► Feb. 24-28, 2025

**The Budget Proposals of IUs will be submitted in a separate activity.*

6. The onsite registration will start at 8:30 am, and the **first meal to be served is AM Snack.**

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7. The registration fee for this activity is P 800.00, and shall be charged along with the related travelling expenses to School MOOE/DO-GASS MOOE subject to budgeting, accounting, and auditing rules and regulations.
8. The participants are expected to maintain professionalism and follow training protocols to promote a more productive learning environment.
9. To ensure the health and safety protocols, all participants are expected to comply with the existing guidelines and policies of IATF/DOH throughout the duration of the Activity.
10. Immediate dissemination and compliance of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



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