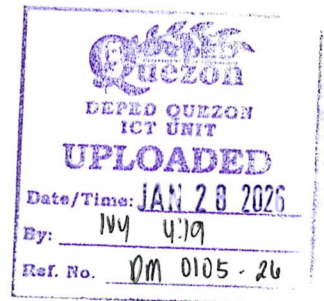




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 January 2026

DIVISION MEMORANDUM

DM No. 0105, s. 2026

CONDUCT OF FY 2027 BUDGET PREPARATION (NON – IUs)

**To: Assistant Schools Division Superintendents
Public School District Supervisors
All School Heads – NON-IUs
All Others Concerned**

1. With reference to National Budget Circular No. 156 and DepED Order No. 44, s. 2015 this Office, will conduct the **FY 2027 BUDGET PREPARATION for NON - IUs**, *by batch*, on **February 2-6, 9 & 13, 2026**, at **M.I. Sevillas Farm & Resort, Lucena City**.
2. The objectives of this workshop are the following:
 - To orient Non-IU school heads and planning coordinators on FY 2027 budget preparation guidelines, timelines, and documentary requirements consistent with DBM NBM No. 156 and DepEd FMOM.
 - To ensure the timely submission of school-level budget proposals that are aligned with approved Annual Implementation Plans (AIPs) and supported by realistic and justifiable cost estimates.
 - To standardize the format and contents of budget proposals to facilitate efficient review, validation, and consolidation at the Schools Division Office.
 - To validate and reconcile submitted budget proposals to ensure accuracy, completeness, compliance with budgeting rules, and consistency with DepEd priorities.

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- To consolidate approved Non-IU budget proposals into a division-wide budget submission for FY 2027, ensuring readiness for inclusion in the National Expenditure Program.
 - To strengthen coordination between schools and the SDO in the budget preparation process to promote transparency, accountability, and effective financial management.
3. The participants in this workshop are the School Heads, AO II, ADAS and selected Division Personnel. The detailed schedule may be accessed thru this QR Code:



4. This workshop shall be on live-out basis, *except for participants from the Division Office Proper*. However school participants coming from beyond the 50-kilometer radius may avail of **Day Zero**, and reimbursed the related expenses subject to the provisions of DepED Order No. 43, s. 2023, “*Omnibus Travel Guidelines for all Personnel of the Department of Education.*”
5. Participants are expected to submit their respective budget proposals at the end of this activity.
6. Onsite registration will start at **7:00 am**, and the *first meal to be served is **breakfast***.

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7. The registration fee for this workshop is **P 1200.00**, 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 of all participants, everyone is expected to strictly comply with existing health and safety guidelines and policies throughout the duration of the workshop.
10. Immediate dissemination and compliance of this Memorandum is earnestly desired.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent 

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