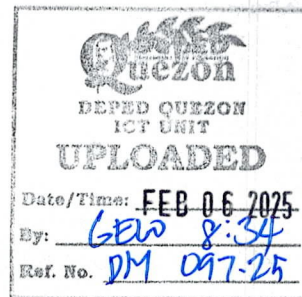




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



04 February 2025

**DIVISION MEMORANDUM**  
 DM No. 097, s. 2025

**WORKSHOP IN THE PREPARATION OF THE FY 2026 BUDGET PROPOSALS FOR IMPLEMENTING UNITS (IUs)**

**To: Assistant Schools Division Superintendents  
 Division Chiefs – SGOD  
 Public Schools District Supervisors  
 School Heads – Implementing Units (IUs)  
 All Others Concerned**

1. With reference to National Budget Memorandum No. 153 entitled, “National Budget Call for FY 2026”, and in compliance with DepED Regional Memorandum No. 83, s. 2025, this Office through the Budget Unit, will conduct the **Workshop in the Preparation of the FY 2026 Budget Proposals for Implementing Units (IUs)** on February 10-11, 2025 at M.I. Sevillas Farm & Resort, Lucena City.
2. This activity aims to orient the participants of the data, the references and the working papers to be used in the preparation of the FY 2026 Budget Proposals, and its submission thereof.
3. The participants to this activity are the Accountant I/Senior Bookkeepers, Administrative Assistants II (*for IUs without full-fledged Senior Bookkeepers*), and selected Division Personnel.
4. The participants are requested to bring their copy of plantilla, AIP, laptop and extension wire to be used during the following:

<b>DAY</b>	<b>ACTIVITY</b>	<b>FACILITATOR</b>
1	<ul style="list-style-type: none"> <li>• Discussion of Guidelines, References &amp; *Working Papers</li> <li>• Workshop: Preparation of the Budget Proposals</li> </ul>	Planning/Personnel/Budget /Accounting personnel

DEPEDQUEZON-SGO-HRD-04-001-004



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 Trunkline #: (042) 784-0366, (042) 784-0164,  
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2	<ul style="list-style-type: none"><li>• Workshop: Preparation of the Budget Proposals</li><li>• SDO Consolidation &amp; Submission of Budget Proposals</li></ul>	Planning/Personnel/Budget /Accounting personnel /Accountant I/Senior Bookkeepers
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5. The working papers, references and data will be discussed and provided on the activity proper.
6. This activity is live-in. However those beyond 50-kilometer radius may avail of Day zero, and reimbursed the related expenses subject to DepED Order No. 43, s. 2022, "Omnibus Travel Guidelines for all Personnel of the Department of Education."
7. The onsite registration will start at 7:00 am, and the first meal to be served is breakfast.
8. The registration fee for this activity is P2798, and shall be charged to School MOOE/GASS MOOE, along with other related expenses subject to budgeting, accounting, and auditing rules and regulations.
9. The participants are expected to maintain professionalism and follow training etiquette to promote a more productive learning environment.
10. 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.
11. Immediate dissemination and compliance of this Memorandum is earnestly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

budcap02/04/2025

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