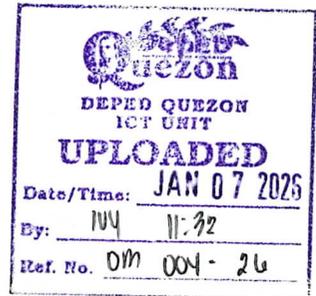




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



6 January 2026

OFFICE MEMORANDUM
OM No. 004, s. 2026

COMMENCEMENT OF PRE-PLANNING AND BUDGET PREPARATION FOR FY 2027

To: Division Planning Team

In line with the **National Budget Call (NBC) for Fiscal Year (FY) 2027** and pursuant to the Department of Education's budget preparation guidelines, this Office hereby directs the **Division Planning Team** to commence the **Pre-Planning and Budget Preparation activities** for the **Schools** and **SDO Proper**.

The conduct of pre-planning activities aims to ensure that all proposed Programs, Projects, and Activities (PPAs) are aligned with national education priorities, agency thrusts, and results-based planning and budgeting requirements. Specifically, the Division Planning Team is tasked to undertake the following:

1. Review existing policies, national priorities, and planning assumptions relevant to FY 2027 budget formulation;
2. Assess the performance, gaps, and emerging needs of current PPAs implemented by schools and SDO Proper;
3. Facilitate the initial identification and consolidation of proposed PPAs consistent with the **Division Education Development Plan (DEDP)**, **Annual Implementation Plan (AIP)**, and **Office Performance Commitment and Review Form (OPCRF)** targets; and

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4. Coordinate closely with concerned functional units, schools, and the Budget and Finance Units to ensure evidence-based, inclusive, and compliant budget inputs.

The Division Planning Team shall ensure that all outputs are responsive to the timelines and requirements set forth in the National Budget Call and subsequent DepEd issuances. A detailed schedule of activities, including submission timelines and planning templates, shall be issued through a separate advisory.

For strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Budcap 01/06/2026

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