

Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

December 27, 2024

DIVISION OFFICE MEMORANDUM
No. 529, s. 2024

SUBMISSION OF 2026 BUDGET PROPOSAL

To: Assistant School Division Superintendent
SGOD and CID Chiefs
Planning Officer III
Program Holders
This Division

1. Pursuant to **Regional Memorandum No 931 s. 2024** re **Preparation of the 2026 Proposed Budget**, all program holders are required to submit their 2026 budget proposal through the link <https://bit.ly/3VXmapw> on or before January 10, 2025.
2. All the instructions on how to input the required data were already outlined in the data capture form through the link provided above.
3. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. For strict compliance. Immediate and wide dissemination of this memorandum is desired.




Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY


RANDOLPH B. TORTOLA
Schools Division Superintendent
M

To be indicated in the Perpetual Index
Under the following subjects:

BudgetProposal2026



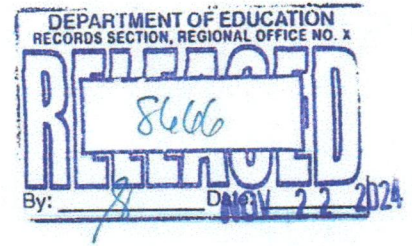
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Department of Education
REGION X - NORTHERN MINDANAO



November 21, 2024

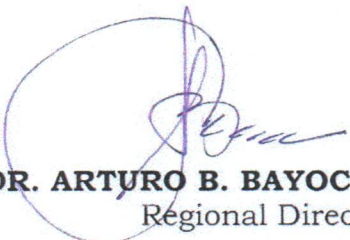
REGIONAL MEMORANDUM

No. 931, s. 2024

PREPARATION OF THE 2026 PROPOSED BUDGET

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
RO Chiefs
CID and SGOD Chiefs
All Others Concerned

1. Regarding the **2026 Proposed Budget**, all Schools Division Offices (SDOs) shall start their initial preparations.
2. **The program holders and the planning and finance units of the SDOs shall include only the implementation-ready programs.**
3. The templates for preparing the proposals can be accessed at **<https://tinyurl.com/2026BudgetProposalTemplates>**.
4. After conducting their two-day workshops on the preparation of the proposed budget, all SDOs shall upload their 2026 Proposed Budget via **<https://tinyurl.com/2026BudgetProposalSubmission>**.
5. For any queries and clarifications, please contact Rodolfo R. Bayeta Jr., Planning Officer III, at 0917-677-1875 or Minerva P. Gabule, Administrative Officer V, at 0917-328-8534.
6. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subject:

BUDGET

PPRD/allan



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email: region10@deped.gov.ph
Website: r10.deped.gov.ph

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PREPARATION OF THE 2026 PROPOSED BUDGET

Indicative Schedule of Activities

Schedule	Activities	Participants
December 11 to 13, 2024	Workshop on the Preparation of the 2026 Proposed Budget (Tier 2)	<p>Regional Office: Policy, Planning & Research Division (PPRD) Personnel, GAD Focal Person, Senior Citizen Focal Person, PWD Focal Person, DRR/Climate Change Adaptation Focal Person</p> <p>Schools Division Office: All Division Planning Officers</p>
January 8, 2025	Virtual Orientation to the Preparation of the 2026 Proposed Budget	<p>Regional Office: All Regional Chiefs, Engineer, GAD Focal Person, Senior Citizen Focal Person, PWD Focal Person, DRR/Climate Change Adaptation Focal Person, Budget Officer, Supervising Administrative Officer, Accountant III</p> <p>Schools Division Office: All Division Chiefs, Division Engineer, Division GAD Focal Person, Senior Citizen Focal Person, PWD Focal Person, DRR/Climate Change Adaptation Focal Person, Budget Officer, Division Accountant, Division Planning Officer, Secondary IUs Book, HRMO II-Personnel</p>
On or before January 14 to 15, 2025	Division Workshop on the Preparation of the 2026 Proposed Budget (Tier 1 & Tier 2)	All Division Chiefs, Division Engineer, Division GAD Focal Person, Senior Citizen Focal Person, PWD Focal

		Person, DRR/Climate Change Adaptation Focal Person, Budget Officer, Division Accountant, Division Planning Officer, Program Holders
January 21 & 23, 2025	Regional Workshop on the Finalization of the 2026 Proposed Budget	Regional Office: Finance Division Chief, Budget Officer, Budget Officer, Supervising Administrative Officer, Accountant III Schools Division Office: Budget Officer, Division Accountant, HRMO II- Personnel
January 24, 2025	Workshop on the Finalization of the Consolidated Proposed Budget (Tier 1& Tier 2)	Regional Office: PPRD Chief, Planning Officer Schools Division Office: Planning Officers
January 27, 2025	Submission of the Final Budget Proposal to the Regional Office	Schools Division Office: Planning Officer
January 29, 2025	Prework of the Regional Office for the Presentation of the Schools Division Offices' 2024 Proposed Budget	Regional Office: All Chiefs, Program Holders, Panelists
February 4, 2025	Presentation of the Schools Division Offices' 2026 Proposed Budget to the Regional Office	Regional Office: All Chiefs, Engineer, GAD Focal Person, Budget Officer, Supervising Administrative Office, Accountant II, Planning Officer Schools Division Office: Schools Division Superintendents, assistant Schools Division Superintendents, All Chiefs, Engineers, GAD Focal Person,

		Budget Officer, Accountant, Planning Officers
February 5 to 6, 2025	Finalization of the 2026 Proposed Budget of the Regional Office	Regional Office: Planning Officer, Budget Officer
February 10 to 14, 2025	Submission of the 2026 Proposed Budget of the Regional Office to NEDA	Regional Office: Planning Officer, Budget Officer