

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

20 January 2025

DIVISION MEMORANDUM
No. 019, s. 2025

**PARTICIPATION TO THE PREPARATION OF THE
2026 PROPOSED BUDGET**

To: **CONNIEBEL C. NISTAL, PhD, ASDS**
ROLLY B. LABIS, CES SGOD
NINIAN A. ALCASID, CES CID
TONNIE MAE M. GONZALES, Division Engineer
MARILOU DESCALLAR, EPS II
STEPHANIE P. SALIGUBMA, Budget Officer
ARIEL S. PADIGOS, ADAS III, OIC Accountant
KEVIN B. ASEQUIA, Planning Officer III
All Others Concerned
This Division


1. Relative to Regional Memorandum RM-No.931, s.2024, this Office directs you to attend the **Preparation of the 2026 Proposed Budget** on January 22, 2025, at De Luxe Hotel, Capt. Vicente Roa Street, Cagayan de Oro City.
2. The program holders and the planning and finance units of the Schools Division Offices (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 the workshop on the preparation of the proposed budget, all Schools Division Offices (SDOs) shall upload 2026 Proposed Budget via <https://tinyurl.com/2026BudgetProposalSubmssion>.
5. This memorandum shall serve as your **Official Authority to Travel**.
6. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.





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

7. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

*Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:
2026 Budget Proposal*

OSDS/JLOD



Address: Zone 3, Poblacion, El Salvador City
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Email Address: elsalvador.city@deped.gov.ph

*Transforming Schools,
Forging Partners*





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

Enclosure No. 1 to Division Memorandum No. 019

**PARTICIPATION TO THE PREPARATION OF THE
2026 PROPOSED BUDGET**

*De Luxe Hotel, Capt. Vicente Roa, Cagayan de Oro City
January 22, 2025*

LIST OF PARTICIPANTS

Name of Participants	Sex		Total
Randolph B. Tortola	M	Schools Division Superintendent	2
Conniebel C. Nistal	F	Assistant Schools Division Superintendent	
Rolly B. Labis	M	Chief Education Supervisor, SGOD	1
Ninian A. Alcasid	F	Chief education Supervisor, CID	1
Tonnie Mae M. Gonzales	F	Division Engineer	1
Marilou Descallar	F	GAD Focal Person	1
Stephanie P. Saligumba	F	Budget Officer	1
Ariel S. Padigos	M	OIC Accountant	1
Kevin B. Asequia	M	Planning Officer	1
		Total	9

----End of List----

Submitted By:

Conniebel C. Nistal
Assistant Schools Division Superintendent

Approved By:

Randolph B. Tortola
Schools Division Superintendent



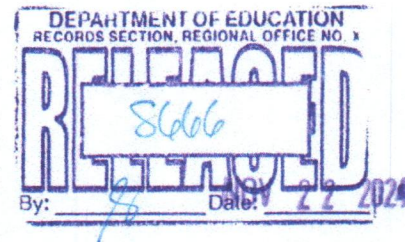
Address: Zone 3, Poblacion, El Salvador City
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Department of Education
REGION X - NORTHERN MINDANAO



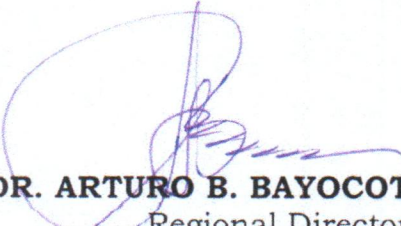
November 21, 2024

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

PREPARATION OF THE 2026 PROPOSED BUDGET

Indicative Schedule of Activities

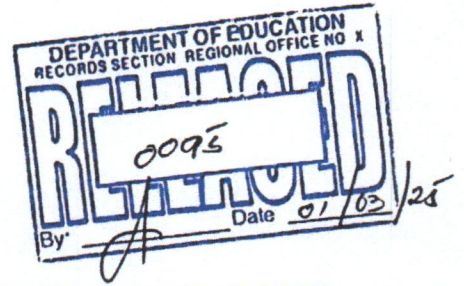
Schedule	Activities	Participants
December 11 to 13, 2024	Workshop on the Preparation of the 2026 Proposed Budget (Tier 2)	<p>Regional Office: Policy, Planning & Research Division (PPRD) Personnel, GAD Focal Person, Senior Citizen Focal Person, PWD Focal Person, DRR/Climate Change Adaptation Focal Person</p> <p>Schools Division Office: All Division Planning Officers</p>
December 20, 2024	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 6 to 7, 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

		<p>Person, DRR/Climate Change Adaptation Focal Person, Budget Officer, Division Accountant, Division Planning Officer, Program Holders</p>
January 13 & 15, 2025	Regional Workshop on the Finalization of the 2026 Proposed Budget	<p>Regional Office: Finance Division Chief, Budget Officer, Budget Officer, Supervising Administrative Officer, Accountant III</p> <p>Schools Division Office: Budget Officer, Division Accountant, HRMO II- Personnel</p>
January 16, 2025	Workshop on the Finalization of the Consolidated Proposed Budget (Tier 1& Tier 2)	<p>Regional Office: PPRD Chief, Planning Officer</p> <p>Schools Division Office: Planning Officers</p>
January 21, 2025	Submission of the Final Budget Proposal to the Regional Office	<p>Schools Division Office: Planning Officer</p>
January 22, 2025	Prewrite of the Regional Office for the Presentation of the Schools Division Offices' 2026 Proposed Budget	<p>Regional Office: All Chiefs, Program Holders, Panelists</p>
January 23, 2025	Presentation of the Schools Division Offices' 2026 Proposed Budget to the Regional Office	<p>Regional Office: All Chiefs, Engineer, GAD Focal Person, Budget Officer, Supervising Administrative Office, Accountant II, Planning Officer</p> <p>Schools Division Office: Schools Division Superintendents, assistant Schools Division Superintendents, All Chiefs, Engineers, GAD Focal Person,</p>

		Budget Officer, Accountant, Planning Officers
January 28, 2025	Finalization of the 2026 Proposed Budget of the Regional Office	Regional Office: Planning Officer, Budget Officer
February 4, 2025	Submission of the 2026 Proposed Budget of the Regional Office to NEDA	Regional Office: Planning Officer, Budget Officer



Republic of the Philippines
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REGION X - NORTHERN MINDANAO



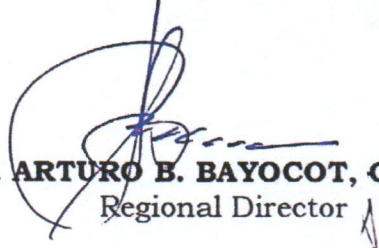
January 3, 2025

REGIONAL MEMORANDUM
No. 004, s. 2025

UPDATED REGIONAL MEMORANDUM NO. 0931, S. 2024
(PREPARATION OF THE 2026 PROPOSED BUDGET)

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Regarding the issued **Regional Memorandum No. 0931, s. 2024**, titled **Preparation of the 2026 Proposed Budget**, please refer to the attachment for some updates.
2. All other provisions of the previous Memorandum remain in effect.
3. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

BUDGET WORKSHOPS

PPRD/jick



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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Effectivity	01.22.24	Page	1 of 1



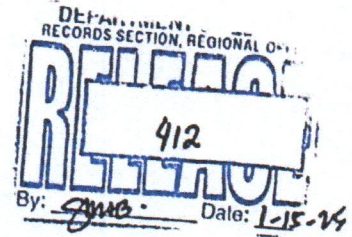
UPDATED REGIONAL MEMORANDUM NO. 0931, S. 2024
(PREPARATION OF THE 2026 PROPOSED BUDGET)

Updated Schedule of Activities

Schedule	Activities	Participant	Venue
January 15 to 17, 2025	Regional Workshop on the Finalization of the 2026 Proposed Budget	<p>Regional Office: Finance Division Chief, PPRD Chief, Budget Officer, Supervising Administrative Officer, Accountant III, Planning Officer</p> <p>Schools Division Office: Budget Officer, Division Accountant, HRMO II-Personnel, Planning Officers</p> <p>Note: The accommodation for the Planning Officers of the Schools Divisions of Oroquieta City, Tangub City, Ozamiz City, Misamis Occidental, and Camiguin will start on January 14, while the rest will be on January 15.</p>	Chali Beach Resort, Zone 3 Old Road, Cugman, Cagayan de Oro City
January 17, 2025 (8:00 a.m. - 12:00 p.m.)	Workshop on the Finalization of the Consolidated Proposed Budget (Tier 1 & Tier 2)	<p>Regional Office: PPRD Chief, Planning Officer</p> <p>Schools Division Office: Planning Officers</p>	Chali Beach Resort, Zone 3 Old Road, Cugman, Cagayan de Oro City



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



January 14, 2025

REGIONAL MEMORANDUM
No. 677, s. 2025

UPDATED REGIONAL MEMORANDUM NO. 0931, S. 2024
(PREPARATION OF THE 2026 PROPOSED BUDGET)

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Regarding the issued **Regional Memorandum No. 0931, s. 2024**, titled **Preparation of the 2026 Proposed Budget**, please refer to the attachment for some updates.
2. All other provisions of the previous Memorandum remain in effect.
3. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

BUDGET WORKSHOPS

PPRD/anne



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UPDATED REGIONAL MEMORANDUM NO. 0931, S. 2024
(PREPARATION OF THE 2026 PROPOSED BUDGET)

Updated Schedule of Activities

Schedule	Activities	Participant	Venue
January 21, 2025	Prework of the Regional Office for the Presentation of the Schools Division Offices' 2026 Proposed Budget	Regional Office: All Chiefs, Program Holders, Panelists	Audio Visual Center, Regional Office
January 22, 2025	Presentation of the Schools Division Offices' 2026 Proposed Budget to the Regional Office	Regional Office: All Chiefs, Engineers, GAD Focal Person, Budget Officer, Supervising Administrative Officer, 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	De Luxe Hotel, Capt. Vicente Roa Street, Cagayan de Oro City



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