



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

January 21, 2026

**DIVISION MEMORANDUM**  
No. 028, s. 2026

**CONDUCT OF ONE-DAY DIVISION WORKSHOP ON THE PREPARATION OF FY  
2027 BUDGET PROPOSAL**

**TO:** Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In compliance to National Budget Memorandum No. 156 dated January 5, 2026 entitled National Budget Call For FY 2026, Deped - Division of Batangas through the Finance Unit - Budget Section will conduct a series of Workshop on the Preparation of FY 2027 Budget Proposals in all Elementary and Secondary Schools (both Implementing Units & Non-Implementing Units, Junior High School and Senior High School) by cluster at the Sotogrande Hotel and Convention Center, Catalina Lake Residences, Manghiniao Uno, Bauan, Batangas. Please be guided by the schedule:

DATE	PARTICIPANTS
February 3, 2026	Congressional District 1 & 3 - Elementary
February 4, 2026	Congressional District 2 & 4 - Elementary
February 5, 2026	All JHS and SHS (Non-Implementing Units)
February 5-6, 2026	All JHS (Implementing Units)


2. As part of the Workshop Management team, the following SDO/schools' financial staff are requested to report at the venue on the above-mentioned dates to facilitate the checking and submission of outputs (this will also serve as their authority to travel):
  - a. Layne D. Ortega, SDO Budget Section
  - b. Cinderela S. Biscocho, SDO Budget Section
  - c. Vina Macasaet, SDO Budget Section
  - d. Jocelyn A. Magsino, SDO Budget Section
  - e. Christabel Gale M. Del Mundo, Mohon Elementary School
  - f. Donabel E. Herrera, Bolo Elementary School



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3. Participants are expected to have deep understanding and awareness on the continued adoption of the administrative and fiscal reforms for greater budget transparency, openness, accountability and reliability such as: Two-tier Budgeting Approach (2TBA); Unified Accounts Code Structure (UACS); Program based budgeting structure through the Program Expenditure Classification (PREXC) approach; to have technical support in the implementation of the current year's appropriated budget; and be guided in the preparation of their respective budget proposal based on thrusts and priorities.
4. Participants in this activity are School Heads of all Elementary, Junior and Senior High Schools Non-Implementing Units and Administrative Assistant III of Junior High School Implementing Units. They are advised to bring the following:
  - a. SY 2025-2026 Actual enrolment data based on eBEIS/LIS as of January 2026
  - b. Copy of Annual Implementation Plan (AIP)/ School Improvement Plan (SIP)
  - c. Laptop Computer and WIFI
  - d. Latest PSIPOP (for IUs only)
5. All participants are expected to be at the venue at exactly 7:45 AM. Registration fee amounting One thousand two hundred pesos (Php1,200.00) shall be charged to each participant from SDO, Elementary, JHS & SHS Non-Implementing Units to cover the cost of venue and meals (AM snacks, Lunch and PM Snacks), while participants from JHS Implementing Units shall be charged Four thousand pesos (Php 4,000.00) to cover the venue, meals, board and lodging. Registration fees and other expenses related to this activity shall be charged against Division/School MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.
6. Immediate dissemination and 100% compliance with this memorandum are earnestly desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

LDO/ CONDUCT OF ONE-DAY DIVISION WORKSHOP ON THE PREPARATION OF FY 2027 BUDGET PROPOSAL/R2-148772/01/21/2026