



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

February 4, 2025

DIVISION MEMORANDUM
No. 073, s. 2025

**CONDUCT OF ONE-DAY DIVISION WORKSHOP ON THE PREPARATION OF FY
2026 BUDGET PROPOSAL**

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

1. In compliance to National Budget Memorandum No. 153 dated December 27, 2024 entitled National Budget Call For FY 2026 and Regional Memorandum No. 83 dated February 3, 2025 entitled Virtual Orientation on FY 2026 Budget Proposal, Deped - Division of Batangas through the Finance Unit - Budget Section will conduct a series of Workshop on the Preparation of FY 2026 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 Batangas Country Club, Bolbok, Batangas City. Please be guided with the schedule:

DATE	PARTICIPANTS
February 10, 2025	Congressional District 1 & 2 - Elementary
February 11, 2025	Congressional District 3 & 4 - Elementary
February 12, 2025	All JHS and SHS (IUs & Non-IUs)

2. As part of the Workshop Management team, the following SDO/schools' financial staffs 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. Christabel Gale M. Del Mundo, Mohon Elementary School
 - d. Donabel E. Herrera, Bolo Elementary School
3. Participants are expected to have deep understanding and awareness on the continued adoption of the administrative reforms for greater budget transparency and reliability such as: Two-tier Budgeting Approach (2TBA);



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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 to 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 2024-2025 Actual enrolment data based on eBEIS/LIS as of January 2025
 - b. Laptop Computer and WIFI
 - c. 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 to cover the cost of venue and meals (AM snacks, Lunch and PM Snacks), Registration fee and other expenses relative 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 of this memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

LDO/ CONDUCT OF ONE-DAY DIVISION WORKSHOP ON THE PREPARATION OF FY 2026 BUDGET PROPOSAL/R2-140553/02/05/2025



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