

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

October 22, 2026

DIVISION MEMORANDUM
NO. 352, s. 2026

REGIONAL WORKSHOP ON THE PREPARATION OF THE FY 2028 BUDGET PROPOSAL

To: KEVIN B. ASEQUIA, Planning Officer III
FELANIE MARIE A. LIM, HRMO II
STEPHANIE P. SALIGUMBA, Budget Officer III
All Others Concerned

1. Pursuant to Regional Memorandum No. 781 and No. 852, s. 2026, you are directed to attend the Regional Workshop on the Preparation of the FY 2028 Budget Proposal on October 26 – 29, 2026 at Chali Resort and Conference Center, Zone 3, Old Road, Cugman, Cagayan de Oro City.
2. The participants shall upload the 2028 Proposed Budget via <https://tinyurl.com/2028BudgetProposalSubmission>.
3. Board and lodging expenses are chargeable against regional office funds while travel expenses and other incidentals are chargeable against local funds, subject to the usual budgeting, accounting and auditing policies, rules and regulations.
4. This memorandum shall also serve as the **Official Authority to Travel** of the identified participants.
5. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For information and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

WORKSHOP BUDGET PROPOSAL 2028

RE: REGIONAL WORKSHOP ON THE PREPARATION OF THE FY 2028 BUDGET PROPOSAL
BUDGET/sps

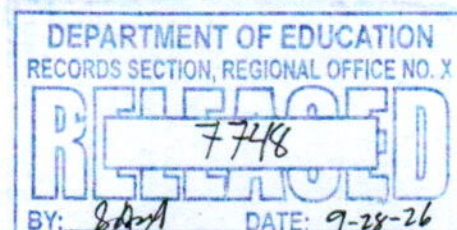


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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



September 21, 2026

REGIONAL MEMORANDUM

No. 781, s. 2026

PREPARATION OF THE FY 2028 BUDGET PROPOSAL

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

- Regarding the **FY 2028 Budget Proposal**, all Schools Division Offices (SDOs) shall start their initial preparations.
- The program holders and the planning and finance units of the SDOs shall include only the implementation-ready programs.**
- The templates for preparing the proposals can be accessed at **<https://tinyurl.com/2028BudgetProposalTemplates>**.
- After conducting their two-day workshops on the preparation of the proposed budget, all SDOs shall upload their 2028 Proposed Budget via **<https://tinyurl.com/2028BudgetProposalSubmission>**.
- 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.
- This Office directs the immediate and wide dissemination of this Memorandum.

Digitally signed by
Legaspi Ruth Fuentes
Date: 2026.09.25
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DR. RUTH L. FUENTES, CESO III
Regional Director

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

BUDGET PROGRAMS PROJECTS
WORK AND FINANCIAL PLAN

PPRD/allan

PREPARATION OF THE 2028 PROPOSED BUDGET

Indicative Schedule of Activities

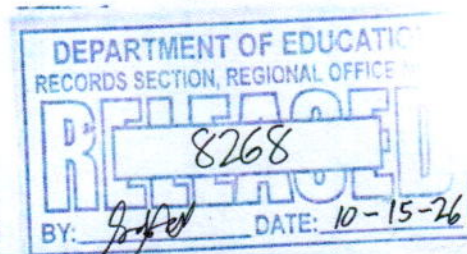
Schedule	Activities	Participants
September 21 to September 25, 2026	Deadline on the Submission of the Schools of the Inventory of Teaching & Non-Teaching Personnel Through the Human Resource Information System for Budget preparation	Schools: School Head Administrative Officer 2
October 1, 2026	Deadline on the Submission of the Consolidated Inventory of Teaching & Non-Teaching Personnel Through the Human Resource Information System for Budget preparation	Schools Division Offices: HRMO II-Personnel
October 6, 2026	Virtual Orientation to the Preparation of the 2028 Proposed Budget	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 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

October 12-16, 2026	Division Workshop on the Preparation of the FY 2028 Budget Proposal (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
October 26-29, 2026	Regional Workshop on the Preparation of the FY 2028 Budget Proposal Note: Accommodation Schedule October 25 – Check-in for all participants. October 26-27 – All participants will be in attendance. October 28 – Check-out for all participants except Division Planning Officers. October 28-29 – Division Planning Officers will continue their stay. October 30 – Check-out for Division Planning Officers. Please take note of the schedule accordingly.	Regional Office: PPRD: Chief, Planning Officer, Education Program Specialist II FIN: Chief, Budget Officer AD-Administrative Officer V, Administrative Officer IV Schools Division Office: Budget Officer, HRMO II-Personnel, Planning Officer, IU Bookkeepers
November 5, 2026	Submission of the Final Budget Proposal to the Regional Office	Schools Division Office: Planning Officer
November 19, 2026	Pework of the Regional Office for the Presentation of the Schools Division Offices' FY 2028 Budget Proposal	Regional Office: All Chiefs, Program Holders, Panelists
December 1, 2026	Presentation of the Schools Division Offices' FY 2028 Budget Proposal to the Regional Office	Regional Office: All Chiefs, Engineer, GAD Focal Person, Budget Officer, Supervising Administrative Office, Planning Officer, Program Holders Schools Division Office: Schools Division Superintendent,

		Assistant Schools Division Superintendent, All Chiefs, Engineer, Budget Officer, Planning Officer
December 7-9, 2026	Finalization of the 2028 Proposed Budget of the Regional Office	Regional Office: Planning Officer, Budget Officer PPRD Staff Finance Staff
January , 2027	Submission of the 2028 Proposed Budget of the Regional Office to DEPDev	Regional Office: Planning Officer, Budget Officer



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



October 14, 2026

REGIONAL MEMORANDUM

No. 852, s. 2026

VENUE OF THE FOURTH QUARTER, CY 2026 REGIONAL COORDINATION MEETING OF THE FINANCE STRAND AND REGIONAL WORKSHOP ON THE PREPARATION AND SUBMISSION OF FY 2027 BUDGET EXECUTION PLANS AS WELL AS THE REGIONAL WORKSHOP ON THE PREPARATION OF THE 2028 PROPOSED BUDGET

To: Schools Division Superintendents
All Others Concerned

1. The venues for the following activities are specified as follows:
 - a. **Fourth Quarter, CY 2026 Regional Coordination Meeting of the Finance Strand and Regional Workshop on the Preparation and Submission of FY 2027 Budget Execution Plans** scheduled for October 15-16, 2026, per Regional Memorandum No. 806, s. 2026 dated September 28, 2026, will be held at **The VIP Hotel**, Don A. Velez Street, Cagayan de Oro City.
 - b. **Regional Workshop on the Preparation of the FY 2028 Budget Proposal** scheduled for October 26-29, 2026, per Regional Memorandum No. 781, s. 2026, dated September 21, 2026, will be held at **Chali Resort and Conference Center**, Zone 3, Old Road, Cugman, Cagayan de Oro City.
2. All other provisions of these Memoranda remain in effect.
3. This Office directs the immediate and wide dissemination of this Memorandum.

Digitally signed by
Legaspi Ruth Fuentes
Date: 2026.10.14
15:28:09+08'00'
DR. RUTH L. FUENTES, CESO III
Regional Director

ATCH.: None
To be indicated in the Perpetual Index
under the following subjects:

BUDGET
WORKSHOPS

REPORTS
MEETING

FINANCES

FD/tawing



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Doc. Ref. Code	RO-ORD-F013	Rev	01
Effectivity	01.22.24	Page	1 of 1

