



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 063, s. 2025

30 JAN 2025

PREPARATION AND SUBMISSION OF FY 2026 BUDGET PROPOSALS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 140, s. 2025 titled Submission of FY 2026 Budget Proposals, the Department of Education - Regional Office I advised the Schools Division Offices to submit the Consolidated Budget Proposals to the Finance Division-Budget Section on or before February 07, 2025. Anent to this, the preparation of budget proposals of the division will be on February 03-04, 2025 at the SDO Conference Hall.
2. The proposals to be submitted cover the Programs/ Projects/ Activities under Operations to be implemented within the Calendar Year (CY) 2026.
3. Participants in this activity are requested to bring laptops, extension cords, a copy of Personal Services Itemization and Plantilla of Personnel (PSIPOP) and other necessary data.
4. Attached are the following for reference:
Annex A: List of Participants
Annex B: Budget Proposal Forms to be accomplished
5. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: Regional Memorandum No. 140, s.2025
Reference: None
To be included in the Perpetual Index
Under the following subject:
Budget Proposals

JPMe/DO-FY 2026 Budget Proposals
2501653/ January 30, 2025



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

ANNEX A: PARTICIPANTS TO THE PREPARATION OF BUDGET PROPOSALS

No.	Name of Personnel	Position Title
February 03, 2025		
1.	MARILOU B. SALES	CID Chief Education Supervisor
2.	NEMALYN M. ULEP	SGOD Chief Education Supervisor
3.	JENNIFER C. BUNGUBUNG	Accountant III
4.	JAQUELYN P. MENDOZA	Administrative Officer V
5.	JOEL P. MALUNAO	Administrative Officer V
6.	JADLEY MEL P. PISO	Administrative Officer IV
7.	MAYLENE D. YASAY	Administrative Officer II
8.	DEEJAY R. OPELAC	Planning Officer III
9.	JACQUELINE G. ABIÑO	Technical Assistant III/ Engineer II
10.	GENEDYN I. PARAOAN	Administrative Assistant II (Batac NHS)
11.	NIDA Q. CALACAL	Administrative Assistant III (CBNHS Poblacion)
February 04, 2025, 3:00 P.M.		
12.	All School Heads - Elementary/ JHS/ SHS	



Republic of the Philippines
Department of Education
 REGION I

DEPARTMENT OF EDUCATION
 REGION I
 001581

JAN 28 2025

SDCB RECORDS UNIT
 2501653

REGIONAL MEMORANDUM

No. 140, s. 2025

To: Schools Division Superintendents

Department of Education
 Schools Division Office of the City of Batac
RECEIVED
 JAN 28 2025
 BY: TIME: 1:32

SUBMISSION OF FY 2026 BUDGET PROPOSALS

1. In Pursuant to National Budget Memorandum (NBM) No. 153 entitled "National Budget Call for FY 2026", please be advised to submit the Consolidated 2026 Budget Proposals to the Finance Division-Budget Section on or before February 7, 2025.
2. The templates of BP Forms and schedules will be sent to the respective email addresses of the Schools Division Offices.
3. For queries and clarifications, please contact Ms. Ederlyn M. Pimentel through fd.bs.region1@deped.gov.ph or call (072) 682-2324 local 116.
4. Immediate dissemination of and compliance with this Memorandum are desired.

[Signature]
TOLENTINO G. AQUINO
 Director IV

Encl: None
 Reference: NBM No. 153

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

Budget

FD/ass/RM-Submission of FY 2026 Budget Proposals
 FIN003/January 27, 2025



DepEd RO1



Documan 3

FIN 2 4 1 0 8 7



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I | region1@deped.gov.ph

Doc. Ref. Code	RO-ORD-F018	Rev	00
FFantivity	11/07/2024	Date	4 of 9

