



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. **160** s. 2026

26 FEB 2026

**PREPARATION AND SUBMISSION OF FY 2027 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. 245, s. 2026 titled Submission of FY 2027 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 27, 2026. Anent to this, the preparation / finalization of budget proposals of the division will be on February 26, 2026, 1:00 PM and 3:00 PM 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) 2027.
3. Participants in this activity are requested to bring laptops, extension cords, a copy of Personal Services Itemization and Plantilla of Personnel (PSIPOP) and School Improvement Plan (SIP) / Annual Implementation Plan (AIP) and other necessary data to finalize the Budget Proposals.
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. 245, s. 2026

Reference: None

To be included in the Perpetual Index  
Under the following subject:

Budget Proposals

JPMe/DO-FY 2027 Budget Proposals  
2603320/ February 25, 2026

By the Authority of the SDS:

  
**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent

ANNEX A: PARTICIPANTS TO THE PREPARATION OF BUDGET PROPOSALS

<b>February 26, 2026, 1:00 PM</b>		
<b>No.</b>	<b>Name of Personnel</b>	<b>Position Title</b>
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
<b>February 26, 2026, 3:00 PM</b>		
10.	All School Heads – Elementary / JHS / SHS	



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 245, s. 2026

**SUBMISSION OF FY 2027 BUDGET PROPOSALS**

To: Schools Division Superintendents  
 School Heads of Implementing Units Secondary Schools  
 All Others Concerned

1. In Pursuant to National Budget Memorandum (NBM) No. 156 entitled "National Budget Call for FY 2027", please be advised to submit the Consolidated 2027 Budget Proposals to the Finance Division-Budget Section on or before **February 27, 2026**.
2. The templates of BP Forms and schedules can be downloaded through this link: <https://bit.ly/FY2027BudgetProposalTemplate>.
3. For queries and clarifications, please contact Ms. Ederlyn M. Pimentel through [fd.bs.region1@deped.gov.ph](mailto:fd.bs.region1@deped.gov.ph) or call (072) 682-2324 local 116.
4. For information and guidance.

For the Regional Director:

  
**ATTY. RHEA JOY L. CARBONELL**  
 Chief Administrative Officer  
 Administrative Division

Encl.: None  
 Reference: NBC No. 156, s. 2026  
 To be indicated in the Perpetual Index  
 Under the following subjects:

PROPOSAL                      BUDGET

FIN-BS/emp/RM\_FY2027BudgetProposal  
 February 23, 2025



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