



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

January 28, 2025

Division Memorandum

No. 37, s. 2025

**DIVISION SEMINAR-WORKSHOP ON THE SCHOOLS DIVISION OFFICE AND
 SCHOOL BUDGET PREPARATION FOR FY 2026 and BUDGET FORUM
 ON THE RELEASE OF FUNDS FOR FY 2025**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID/SGOD)
 Section/Unit Heads (Finance/Admin)
 School Heads of Elementary/Secondary IU & non-IUs
 SDO BAC Chairman/Head of BAC Secretariat

1. Pursuant to the National Budget Memorandum No. 153, dated December 27, 2024, re: National Budget Call for FY 2026, the National Budget Circular No. 595, dated January 20, 2025, re: Guidelines on the Release of Funds for FY 2025 and the Regional Memorandum No. 140, s. 2025, Submission of FY 2026 Budget Proposals, the Schools Division Offices are mandated for the preparation and submission of the consolidated budget proposal for FY 2026.
2. In compliance, the Schools Division Office of Vigan City will conduct the **Division Seminar-Workshop on the Schools Division Office and School Budget Preparation for the FY 2026 and Budget Forum on the Release of Funds for FY 2025** on February 4, 2025, 8:00AM to 5:00PM at the SDO Conference Hall.
3. The workshop aims to:
 - a) deepen participants' comprehension of budgeting principles, processes and terminology specific to school and division proper finances;
 - b) emphasize the alignment of the school budget with the overarching educational goals and priorities;
 - c) instill a commitment to transparency and accountability within school and division budgeting practices.
4. The participants are requested to bring their laptops, extension cords and their own water bottle for the workshop. The lists of participants and the training matrix are shown in Enclosure No. 1 and 2, respectively. Meals and snacks will be served in the activity and no registration fee will be collected.
5. Expenses relative to the conduct of the Workshop shall be charge to the FY 2025 GASS MOOE for Operations of the Schools Division Office, subject to the usual budgeting, accounting and auditing rules and regulations.
6. This memorandum shall serve as the Authority to Travel of the participants.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph



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7. Immediate dissemination of this Memorandum is desired.



VILMA D. EDA, CESO V
 Schools Division Superintendent
 Date signed: _____

Encl: As stated

References: NBM No. 153, NBC No. 595 and Regional Memorandum No. ____, s. 2025

To be indicated in the perpetual index
 under the following subjects:

OSDS Financial Management Workshop Budget Proposal/Budget Execution





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(Enclosure No. 1 to Division Memorandum No. _____, s. 2025)

LISTS OF PARTICIPANTS

No.	Name	Position	Office/Station
1	Vilma D. Eda	SDS	OSDS
2	Annie D. Pagdilao	ASDS	OSDS
3	Rodrigo Q. Reyes, Jr.	Chief Educ. Supervisor	SGOD
4	Marie Christine L. Natividad	Chief Educ. Supervisor	CID
5	Atty. Kim R. Tagorda	AO V (Admin)	OSDS
6	Christopher Michael T. Gasmen	Accountant III	OSDS
7	Mary Joy P. Suero	Budget Officer III	OSDS
8	Gloria P. Cabotaje	Planning Officer III	SGOD
9	Greatest Yeng Molina	AO IV (HR)	OSDS
10	Ferdinand Flores	AO II (Payroll Officer)	OSDS
11	Jess Messiah Navarro	ADAS III	OSDS-Finance
12	Grace Formoso	ADAS III	
13	Neil Onemig Purisima	ADAS III	
14	Denmark Tabuyo	ADAS III	
15	Adelmar Paeta	ADAS III	
16	Milagros Paz	ADAS III	
17	Nora Paroligan	SP III	VCS
18	Dr. Ana Castor	SP III	NES
19	Marie-Sol Castaneda	SP III	APES
20	Richard Agtutubo	SP II	Burgos MSWest
21	Karen Frando	SP I	CAMES
22	Racquel Follante	SP II	CCES
23	Dina Rivad	SP II	RPES
24	Rosario Organo	SP II	JSES
25	Avelina Alon	SP I	TES
26	Paulino Aninag Jr.	SP I	MES
27	Leticia Pugrad	SP I	BPES
28	Azenith Ramos	SP I	SPBES
29	Lany Corpuz	SP I	BMSEast
30	Eric Bilgera	HT III	RES
31	Vivian Tandoc	HT III	GES MS II
32	Dr. Royston Quidolit	HT III	CAPES
33	Pablo Banaga Jr.	HT II	SJES
34	Maggie P. Aytona	MT II, OIC	PIS
35	Editha C. Bagcal	SP IV	ISNHS
36	Glen Tadena	ASP	ISNHS - SHS
37	Anita Presto	SP III	ViganNHSEast
38	Reynario Vilorio	SP I	ViganNHSSWest
39	Maria Bernadette Sarmiento	AO IV	ISNHS
40	Emelito Batin	Accountant I	ISNHS





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41	Alexander A. Pajo	AO II	ViganNHSEast
42	Janine Austine O. Rafanan	AO II	ViganNHSSWest
43	Jocelyn Aludino	ADAS III	ViganNHSEast
44	Sheila Geneveve P. Ancheta	ADAS II	ViganNHSSWest
45	Analyn Rose S. Azada	ADAS III	Cluster 1
46	Janne Armie D. Adriatico	ADAS III	Cluster II
47	Lealyn E. Martinez	ADAS III	Cluster III
48-51	4 slots for the Division COA Team	Guests/Observer	SDOVC





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(Enclosure No. 2 to Division Memorandum No. ___, s. 2025)

**Training/Workshop Matrix on the FY 2026 Budget Preparation
& FY 2025 Budget Forum**

February 4, 2025 8:30 AM – 9:00 AM	Preliminaries (Opening Program) <ul style="list-style-type: none">➤ National Anthem, Prayer & DepEd Quality Policy Statement (AVP)➤ Presentation of Participants➤ Welcome Message of the ASDS➤ Key Message of the SDS	Moderator – Mr. Denmark Tabuyo
9:00 AM – 12:00 Noon	Seminar-Workshop Proper <ul style="list-style-type: none">➤ NBM No. 153, National Budget Call for FY 2026; Preparation of FY 2026 WFP per object of expenditures➤ Presentation of Performance Indicators and Parameters per Learning Centers/Stations➤ Personnel Services funding requirements for FY 2026➤ NBC#595, Guidelines on the Release of Funds for FY 2025 Accounting/Auditing Rules and Regulations and Updates	Mrs. Mary Joy P. Suero, BO III Mrs. Gloria P. Cabotaje, PO III Ms. Greatest Yeng C. Molina, AO IV Mr. Christopher Michael T. Gasmien, Accountant III
12:00 noon – 1:00 PM	LUNCH BREAK	
1:00 PM – 3:00 PM	<ul style="list-style-type: none">➤ OSDS (Administrative Services) plan PAPs for FY 2026➤ CID FY 2026 plan PAPs➤ SGOD FY 2026 plan PAPs	Atty. Kim R. Tagorda Ms. Marie Christine Natividad, CES-CID Mr. Rodrigo Q. Reyes, Jr., CES-SGOD
3:00 PM – 5:00 PM	<ul style="list-style-type: none">➤ Workshop Proper and Submission of Outputs through email (Budget Proposal per LCs/Program Owners)➤ Closing Statement	Finance Section/All schools Mary Joy P. Suero Budget Officer III

