



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

27 JANUARY 2026

**DIVISION MEMORANDUM**  
No. 055, s. 2026

**DIVISION SEMINAR-WORKSHOP ON PREPARATION OF  
BUDGET PROPOSAL FOR FISCAL YEAR (FY) 2027  
CUM TRAVEL ORDER**

To: OIC-Assistant Schools Division Superintendent  
CID – Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
School Heads/OICs (Public ES, IS, JHS, and SHS)  
All Others Concerned

1. In line with National Budget Memorandum No. 156 (National Budget Call for FY 2027, January 5, 2026), the Schools Division Office of Imus City will hold a Division Seminar-Workshop on FY 2027 Budget Proposal Preparation on **February 05 to 06, 2026**. Information regarding the venue will follow in a separate issuance.

2. The objectives of this seminar-workshop are as follows:

- a. Provide directions and technical support to all School Heads on the preparation of a Budget Proposal based on priorities;
- b. Ensure the timely and accurate submission of the Division's FY 2027 Budget Proposal.

3. Participants in this seminar-workshop are the School Heads/OICs and Administrative Officers II/Administrative Assistants or MOOE Coordinators of Elementary Schools, Integrated, Junior, and Senior High Schools, and selected members of the SDO Technical Working Group. *(Please see enclosure no. 3 for the list of participants)*

4. A registration fee of ₱4,000 per participant for the two-day event will be charged to the respective FY 2026 funds of Elementary, JHS, IS, and SHS personnel, subject to the usual accounting and auditing rules and regulations. Division Office participants' registration fees are chargeable to the FY 2026 MOOE GAS, in compliance with standard accounting and auditing regulations.

5. All participants are requested to update enrollment figures, which will serve as the primary parameters for computing the FY 2027 MOOE Budget Proposals, and to bring a copy of their FY 2026 approved budget, for reference. Final, verified, and



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signed FY 2027 Budget Proposal are required from all schools.

6. Participants should bring their own laptops and extension cords.
7. This memorandum shall serve as the Travel Authority of the participants.
8. Enclosed for reference are the following documents:
  - Enclosure No. 1 – Program Matrix
  - Enclosure No. 2 – Program Management Team
  - Enclosure No. 3 – List of Participants
9. Attendance is compulsory for the above-listed activity.
10. For other concerns, please coordinate with Ms. Jona B. Ramos, Administrative Officer V through e-mail [jona.ramos@deped.gov.ph](mailto:jona.ramos@deped.gov.ph).
10. Immediate dissemination of this Memorandum to all concerned is requested.



Digitally signed by  
Mendoza Homer  
Napenas  
Date: 2026.01.27  
11:08:51 +08:00

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Encl.: As stated

Reference: as stated

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

WORKSHOP  
BUDGET

*osds-fsu/jbr/January 20, 2026*

## Enclosure No. 1 to DM No.055s. 2025

**DIVISION SEMINAR-WORKSHOP ON PREPARATION OF  
BUDGET PROPOSAL FOR FISCAL YEAR (FY) 2027**

February 5-6, 2026

Venue: TBD

**PROGRAM MATRIX**

**Day 1**

<b>Time</b>	<b>Activity</b>	<b>In-charge</b>
7:30 AM – 8:00 AM	Registration	TWG
8:00 AM – 8:30 AM	<p><b>Opening program</b></p> <ul style="list-style-type: none"> <li>• Preliminary activity: <ul style="list-style-type: none"> <li>○ National Anthem</li> <li>○ Prayer</li> <li>○ CALABARZON March</li> <li>○ Imus Hymn</li> <li>○ Dangal ng Imus</li> <li>○ DepEd Quality Policy</li> </ul> </li> <li>• Welcome Remarks</li> <li>• Inspirational Message</li> <li>• Presentation of Participants</li> </ul>	<p align="center">AVP <b>Jamela Rose I. Pinile</b> AVP AVP AVP AVP</p> <p align="center"><b>Glenda DS. Catadman</b> OIC- Assistant Schools Division Superintendent</p> <p align="center"><b>Homer N. Mendoza</b> Schools Division Superintendent</p> <p align="center"><b>Precila E. Custodio</b> Accountant III</p>
8:30 AM – 9:30 AM	<b>Session 1:</b> Updates and reminders about UACS	<b>Precila E. Custodio</b> Accountant III
9:31 AM – 10:00 AM	<b>Health Break</b>	
10:00 AM – 12:00 PM	<b>Session 2:</b> Overview of RA 12009 and Alternative mode of procurement	<b>Josephus Perseus B. Baanag</b> Procurement Officer IV
12:01 PM – 1:00 PM	<b>LUNCH BREAK</b>	
1:00 PM -1:15 PM	<b>Energizer</b>	Technical Working Group
1:15 PM - 4:46 PM	<b>Session 3:</b> Budget Preparation for FY 2027	<b>Jona B. Ramos</b> Administrative Officer V/Budget Officer III

4:46 PM – 5:00 PM	<b>End-of-the-day Evaluation Important Reminders</b>	M&E Coordinator and Master of Ceremony
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**Day 2**

<b>Time</b>	<b>Activity</b>	<b>In-charge</b>
8:00 AM – 8:30 AM	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>Nationalistic song</li> <li>Ecumenical Prayer</li> <li>Energizer</li> </ul>	<b>AVP</b>
8:30 AM – 12:00 PM	<b>Cont. of Workshop proper</b> <ul style="list-style-type: none"> <li>Encoding of data to the Working Papers.</li> <li>Presentation of WFP per school</li> </ul>	<b>Jona B. Ramos</b> Administrative Officer V/ Budget Officer III
12:01 PM – 1:00 PM	<b>LUNCH BREAK</b>	
1:00 PM – 1:15 PM	<b>Energizer</b>	TWG
1:15 PM – 4:00 PM	<b>Cont. of Workshop proper</b> <ul style="list-style-type: none"> <li>Submission of verified, final and signed Budget Proposal for FY 2027</li> </ul>	<b>Jona B. Ramos</b> Administrative Officer V/ Budget Officer III
3:30 PM – 5:00 PM	<b>Closing Program</b> <ul style="list-style-type: none"> <li>Nationalistic Song</li> <li>Impression</li> <li>Challenge</li> <li>Response</li> <li>Distribution of Certificates</li> <li>Closing Remarks</li> <li>Photo Opportunities</li> </ul>	AVP  TBD  <b>Homer N. Mendoza</b> Schools Division Superintendent  TBD  PMT  <b>Jona B. Ramos</b> Administrative Officer V
<b>Alfie Carl A. Battung</b> Master of Ceremony		

**Enclosure No. 2 to DM No. 055s. 2025****PROGRAM MANAGEMENT TEAM**

<b>Management Staff</b>	<b>Members</b>
Program Manager	Homer N. Mendoza <i>OIC-Schools Division Superintendent</i>
Assistant Program Manager	Glenda DS. Catadman <i>OIC-Assistant Schools Division Superintendent</i>
Program Owners and Training Managers	Jona B. Ramos <i>Administrative Officer V</i>  Precila E. Custodio <i>Accountant III</i>
Logistics Officer (including invitation and certificates)	Josephus Perseus B. Banaag Alfie Carl A. Battung
M & E Coordinator	Medel Carlos C. Zarsuelo Jr.
Welfare Officer	Christian Gabriel C. Ynieta
Documenters	Marvin S. Valles Jamela Rose I. Pinile
Class Manager and Process Observer	Jona B. Ramos Precila E. Custodio Josephus Perseus B. Banaag

**Enclosure No. 3 to DM No. 055 s. 2025****LIST OF PARTICIPANTS AND PMT**

<b>Participants</b>		
<b>School</b>	<b>Principal</b>	<b>AO/ADAS</b>
1. Alapan I Elementary School	Jocelyn A. Limosinero	John Carl A. Madlangbayan
2. Alapan II ES	Kristin Love J. Layague	Imelda O. Soriano Joernald D. Panes
3. Anabu I Elementary School	Alona O. Verdad	Evelyn C. Talactac
4. Malagasang I Elementary School		Nosalyn N. Libranda
5. Anabu II Elementary School	Eden P. Reyes	Elaine V. Samson
6. Bayan Luma I Elementary School	Marissa DO. Agco	Noemie A. Dioneda
7. Bayan Luma II Elementary School	Gina U. Reyes	Marynel C. Pajares
8. Bukandala Elementary School		Josephine C. Roquero
9. Buhay na Tubig Elementary School	Jesus V. Bergado	Danica Elaine G. Ordoñez
10. Buhay na Tubig Elementary School - Maharlika Annex	Nessa-Amie P. Lope	Mark Justin L. Almonte
11. Carsadang Bago Elementary School	Marilyn R. Tulay	Leony N. Lemon
12. Cayetano Topacio Elementary School	Marlyn C. Alegro	Mikee Mharielle E. Diga
13. Estanislao Villanueva Elementary School	Jocelyn T. Aquino	Jeanette R. Belostrino
14. Imus Pilot Elementary School	Divina A. Narvaez	Rachelle R. Santos
15. Malagasang II Elementary School	Wilma J. Chiquillo	Lagrimas I. Valdez
16. Malagasang III Elementary School	Marisel E. Guzman	Jayson C. Talon
17. Palico Elementary School	Angelo A. Unay	Jornel Niño F. Naval
18. Pasong Buaya I Elementary School	Genesis T. Pasilan	Janet B. Bautista
19. Pasong Buaya II Elementary School	Manuel R. Tagbago	Marian R. Toledo
20. Pasong Buaya III Elementary School	Andrea D. Bondoy	Honey Angela O. Escullar
21. Pasong Santol Elementary School	Nancy P. Valdez	Arlene N. Avelino

22. Pasong Santol Elementary School - Golden City Annex	Annabelle G. Bughao	Ronalyn A. Balandó
23. Tanzang Luma Elementary School	Florie-Ann S. Villanueva	Joram John W. Bawag
24. Tinabunan Elementary School	Rosemarie M. Orcullo	Wendalyn A. Responte
25. Toclong Elementary School	Jenielyn A. Sadang	Jeanny Rose A. Lao-ang
26. Gov DM Camerino Integrated School	Aida C. Bellon	Mary Joy S. Delovino
27. Francisca Benitez Integrated School	Elmer Dayrit	Aira Mae A. Pusing
28. City of Imus Integrated School	Jeramie G. Buensuceso	none
29. Anastacio Advincula Integrated School	Roel M. Elardo	none
30. Gen. Emilio Aguinaldo National High School	Elizabeth Z. Villanueva	Lou Mariam R. Go
31. Gen. Tomas Mascardo National High School	Lailani N. Torres	Marycon D. Barbuco
32. General Licero Topacio National High School	Albert D. Roderos	Jasmin Louis P. Vito
33. Hipolito Saquilayan NHS	Kristin Love J. Layague	Christian Vincent R. Magallanes
34. Imus National High School	Petronia N. Tarun	Ludivina Montero
35. Gen. Flaviano Yengko Senior High School	Roland J. Catapat	Jennifer B. Manalo
36. Gen. Juna Castaneda Senior High School	Ditas V. Flores	Teodylee P. Cruz
37. Gen. Pantaleon Garcia Senior High School	Rafael R. Santos	Dina V. Barbadillo
38. Gov. Juanito Reyes Remulla Senior High School	Leonida D. Baarde	Pearly Jinky F. Ferrera
<b>Total No. of Participants</b>	<b>72</b>	

### TECHNICAL WORKING GROUP

1. Finance Services Unit – Jona B. Ramos
2. Finance Services Unit – Precila E. Custodio
3. Finance Services Unit – Marvin S. Valles
4. Finance Services Unit – Alfie Carl A. Battung
5. Finance Services Unit - Jamela Rose I. Pinile
6. ASU- Florence V. Descallar
7. Procurement Unit - Josephus Perseus B. Banaag

8. SGOD – Naamah C. Mambalos
9. SGOD – Christian Gabriel C. Ynieta
10.SGOD – Medel Carlos C. Zarsuelo Jr.
11. OSDS- Anna Tricia L. Pacala
<b>Total No. of TWG: 11</b>