



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya



February 5, 2025

DIVISION MEMORANDUM

No. 61 s. 2025

**ORIENTATION /WORKSHOP FOR THE PREPARATION OF BUDGET
PROPOSAL FOR CY 2026**

TO: All School Heads
Elementary/Secondary
ALL Other Concerns

1. In compliance with the DBM Budget Call No. 153 dated December 27, 2024 and to achieve timely submission of the 2026 Proposed Budget, there will be an orientation/workshop on budget preparation on **February 21, 2025 at 8:00 AM – 5:00 PM at Highlander Hotel and Resort, Solano, Nueva Vizcaya.**
2. Participants in this activity are School Heads or their Representative. Only one representative for each school is allowed.
3. Participants are required to bring their Pre-Work Documents such as:
 - a. Worksheet for Personnel Services (PS) Form
 - b. List of Retirees – Mandatory and Optional
 - c. List of Non-permanent positions e.g. Casual, Substitutes
 - d. List of employees entitled to Loyalty award
 - e. PSIPOP as of December 24, 2024
4. A Registration fee of P1,500.00 to cover the venue, 2 snacks and one meal and other incidental expenses will be charged against the respective school MOOE fund subject to the usual accounting and auditing rules and regulations.
5. Please bring your laptop, extension cords and your needed reference, e.g. School Implementation Plan (SIP) Annual Implementation Plan (AIP), Request for Subsidy
6. For your information, guidance and compliance.

ORLANDO E. MANUEL, PhD, CESO V
Schools Division Superintendent



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