



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

**UNNUMBERED MEMORANDUM**

TO: Assistant Schools Division Superintendent  
 Chief - Curriculum Implementation Division  
 Chief - Schools Governance and Operations Division  
 Schools Division Research Committee (SDRC) Members  
 Public Elementary and Secondary School Heads  
 All others concerned

FROM:   
**ORLANDO E. MANUEL PhD, CESO V**  
 Schools Division Superintendent  
 10-2025-580



DATE: **OCTOBER 27, 2025**

SUBJECT: **STAFF-ORIENTATION WORKSHOP FOR THE CONDUCT OF STRATEGIC AND OPERATIONAL PLANNING FOR FY 2026**

1. In connection to **DepEd Order No. 36, s. 2018**, which provides Policy Guidance on Financial Management, Budget Allocation, and Planning in the Department of Education and **DepEd Order No. 11, s. 2021**, which provides the operationalization of the Guidelines on the Program Management Information System (PMIS). The preparation of Programs, Activities, and Projects (PAPs) aligned with the National Expenditure Program (NEP) 2026 ensures that the division's budget allocation complies with national funding priorities, optimizing the use of government resources.

2. Anent this, this office through the Performance Management Team (PMT) informs the following personnel to attend the Staff-Orientation Workshop (SOW) on October 28, 2025 at the SDS Office, 9:00AM.

SDO Personnel	Office	Position/Designation
Adonis C. Ceperez EdD, CESE	OSDS/CID	ASDS/OIC-Chief
Romulo S. Ancheta PhD	SGOD	Chief
Atty. Julius Caesar G. Domingo	OSDS	Legal Office/OIC-AOV
Jeasel J. Alayu	OSDS	AO V/Budget Officer
Romeo Emmanuel C. Yarcia II	SGOD	Planning Officer III
Rommel S. De Gracia PhD	SGOD	SEPS
Emerson B. Balot CPA	OSDS	Accountant III
Princes Aquitania	OSDS	AOIV/HRMO
Florence F. Esparrago	SGOD	HTV/OIC-SEPS
Norie Nimfa A. Aquino PhD	CID	EPS

3. The SOW activity aims to:
- present the NEP for 2026 and the proposed allocation per division.
  - identify complete-staff work for the conduct of operational planning; and,
  - prepare logistic requirement for the said L&D;



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4. The Finance Section through the Budget Office is advised to prepare the allocation per division based on the NEP 2026 and to present the utilization of the 2025 NEP per division.
5. Immediate dissemination of and strict compliance with this unnumbered memorandum is hereby directed.

Inclosure: As stated

Reference: DepEd Order No. 36, s. 2018

To be indicated in the perpetual index under the following subjects:  
Research Management Guidelines