



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

February 5, 2026

**DIVISION MEMORANDUM**

No. 56, s. 2026

**ORIENTATION/WORKSHOP FOR THE PREPARATION OF BUDGET  
PROPOSAL FOR CY 2027**

TO: Assistant Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
All Public Elementary / Secondary School Heads  
All Others Concerned

1. In compliance with the DBM Budget Call No. 156 dated January 05, 2026 and to achieve timely submission of the 2027 Proposed Budget, there will be an orientation/workshop on budget preparation on **February 26, 2026 (ELEMENTARY) & February 27, 2026 (SECONDARY IU'S & NON-IU'S & INTEGRATED SCHOOLS)** at **8:00 AM – 5:00 PM (Venue to be announced later)**.

2. Participants in this activity are Administrative Officers II, Administrative Assistants, Accountants or any school Representative duly authorized by the School Head. Only one representative for each school is allowed and requested to register via below link **on or before February 16, 2026**.

Registration Link for Participants: <https://tinyurl.com/BPREPCY2027>

3. Participants are required to bring their Pre-Work Documents such as:

- Worksheet for Personnel Services (PS) Form
- List of Retirees – Mandatory and Optional
- List of Non-permanent positions e.g. Casual, Substitutes
- List of employees entitled to Loyalty award
- Number of enrollees, teachers, classrooms, graduating students & pupils
- PSIPOP as of December 31, 2025

4. A Registration Fee of P1,800.00 to cover the venue, meals & snacks and other incidental expenses will be charged against the respective school MOOE fund subject to the usual accounting and auditing rules and regulations.

5. Participants shall bring their laptop, extension cords and your needed reference, e.g. School Implementation Plan (SIP), Annual Implementation Plan (AIP) and Request for Subsidy (RFS).

6. For your information, guidance and compliance.

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



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