



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY

291-9
 DepEd DIVISION OF TANGUB CITY
 CITY OF TANGUB
RELEASED
 DATE: 0 JAN 2025 6:07 pm

02 January 2025

DIVISION MEMORANDUM

No. 009, s. 2025

PREPARATION OF THE 2026 PROPOSED BUDGET

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 OSDS Section Heads
 SGOD Personnel
 All Other Concerned

1. Regarding the **2026 Proposed Budget**, the holder of the following programs shall start their initial preparations:
 - a. Learner Support Programs
 - b. Creation of New Positions for Administrative Offices
 - c. Building Partnership and Linkages Program
 - d. Physical Fitness and School Sports
 - e. Disaster Preparedness and Response Program
 - f. Child Protection Program
 - g. Education Policy Development Programs
 - i. Basic Education Curriculum
 - ii. Early Language Literacy and Numeracy
 - iii. National Assessment Systems for Basic Education
 - iv. Policy and Research Program
 - v. Curricular programs, learning management models, standards and strategy development
 - h. Basic Education Inputs Program
 - i. New School Personnel Positions
 - ii. Improvement and Acquisition of School Sites
 - iii. Basic Education Facilities
 - iv. Textbooks and other Instructional Materials
 - v. Computerization Program
 - vi. Learning Tools and Equip
 - i. Inclusive Education Program
 - i. MADRASAH Education Program
 - ii. Indigenous Peoples' Education (IPEd) Program
 - iii. Special Education Program
 - iv. Multigrade Education Program



- v. Flexible Learning Options (ALS, ADM, Education in Emergencies)
 - j. Support to Schools and Learners Program
 - i. Joint Delivery Voucher for Senior High School
 - ii. School-Based Feeding Program
 - iii. Implementation of the Grand of cash allowance, hardship pay, ERF, conversion of MT and reclassification of positions
 - k. Education Human Resource Development Program
 - i. Human resource development for school-based personnel and learning centers
 - ii. Teacher quality and development program
 - l. Statutory Expenditure
 - i. Gender and Development (GAD)
 - ii. PWDs and Senior Citizens
2. **The program holders and the planning and finance units of the SDO shall include only the implementation-ready programs.**
 3. The templates for preparing the proposals can be accessed at <https://tinyurl.com/2026BudgetProposalSubmission>
 4. For any inquiries and clarifications, please contact Marites C. Suminguit, Budget Officer-III, and Dorothy P. Neri, Planning Officer-III.
 5. Attached is the **timeline** to be strictly followed in preparing for the 2026 Budget Proposal.
 6. This Office directs the immediate and wide dissemination of this Memorandum

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent *Shambaeh A. Abantas-USman*

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

BUDGET

SAU/DPN – Preparation of the 2026 Proposed Budget
 02 January 2025

PREPARATION OF THE 2026 PROPOSED BUDGET
Indicative Schedule of Activities

Schedule	Activities	Participants
On or before January 6 to 7, 2025	Division Workshop on the Preparation of the 2026 Proposed Budget (Tier 1 & Tier 2)	All Division Chiefs, Division Engineer, Division GAD Focal Person, Senior Citizen Focal Person, PWD Focal Person, DRRM/Climate Adaptation Focal Person, Budget Officer, Division Accountant, Division Planning Officer, Program Holders
January 13-15, 2025	Regional Workshop on the Finalization of the 2026 Proposed Budget	Budget Officer, Division Accountant, HRMO II- Personnel
January 16, 2025	Workshop on the Finalization of the Consolidated Proposed Budget (Tier 1 & Tier 2)	Planning Officer
January 21, 2025	Submission of the Final Budget Proposal to the Regional Office	Planning Officer
January 23, 2025	Presentation of the Schools Division Offices' 2026 Proposed Budget to the Regional Office	Schools Division Superintendent, Assistant Schools Division Superintendent, CID Chief, SGOD Chief, Division Engineer, GAD Focal Person, Budget Officer, Accountant, Planning Officer