



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 9, 2024

DIVISION MEMORANDUM
No. 16 s. 2024

**BUDGET PREPARATION WORKSHOP FOR THE FISCAL YEAR 2025-2026
OF DEPED SDO NAGA**

To: Assistant Schools Division Superintendent
Concerned OSDS Unit Heads and Personnel
School Principals
Finance Personnel of Secondary Implementing Units
All Others Concerned

1. To ensure equitable allocation, judicious spending, and efficient utilization of fiscal resources, priority directions that are compliant with standards of quality basic education, an on-site workshop on Budget Preparation for Fiscal Year 2025-2026 Budget Proposals will be conducted on January 20, 2024 (Saturday), at a venue to be announced later.
2. The workshop aims to improve the efficiency of the underlying strategic planning processes, financial programming, and cash management. It also aims to identify the baseline indicators that will be used to prepare the FY 2025 budget proposal and forward estimates for FY 2026.
3. The participants/TWG of this workshop are:

Section	No. of pax
Top Management	2
Budget	4
Accounting	5
Cashier	3
Supply	2
Administrative Office	3
IT	1
Planning and Research	2
SMME	2
Secondary IUs' Finance Personnel	6

4. Considering that January 20, 2024 falls on a Saturday, Compensatory Overtime Credits (COC) will be granted to all participants, facilitators, and technical working group on this date (CSC DBM JC No. 4, s.2004).
5. A registration fee of Nine Hundred Pesos (P900.00) will be collected to defray expenses for meals, accommodation, supplies and materials, and other miscellaneous expenses of participants which shall be charged to school funds for participants from the schools, and division funds for participants from the division office, subject to the usual accounting and auditing rules and regulations.


SUSAN S. COLLANO, CESO V
Schools Division Superintendent

