



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

Advisory No. 108, s. 2025

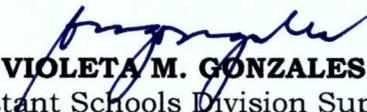
October 21, 2025

**NEW SCHEDULE OF THE BUDGET PLANNING WORKSHOP AND FINALIZATION
OF PPMP/APP FOR STRATEGIC UTILIZATION OF NEP 2026**

This is with reference to Office Memorandum No. 008 s. 2025, titled “**BUDGET PLANNING WORKSHOP AND FINALIZATION OF PPMP/APP FOR STRATEGIC UTILIZATION OF NEP 2026**”.

Please be informed that the new schedule will be on **October 30, 2025, 8:00 AM to 5:00 PM at Muntinlupa Elementary School Conference Room.**

For information and strict compliance.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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SEP 17 2025

OFFICE MEMORANDUM
No. 008 s. 2025

**BUDGET PLANNING WORKSHOP AND FINALIZATION OF PPMP/APP FOR
STRATEGIC UTILIZATION OF NEP 2026**

To: Asst. Schools Division Superintendent
Chief Education Supervisor, CID
OIC-Chief Education Supervisor, SGOD
Administrative Officer V
All Other Concerned

1. In light of the increasing challenges in Public Financial Management, this Office will conduct a series of trainings/meetings on September 17, 19, 25, and 26, 2025, to ensure the effective and efficient utilization of the SDO Allotment (NEP 2026).
2. This seminar aims to:
 - a. facilitate the preparation of PPMP within the bounds of a good father of a family and backed up by DO 005 s. 2020, DO 25 s. 2010, DM 49, 2024, and Sec. 7 of RA 9184 and its IRR;
 - b. finalize and approve PPMPs and consolidate the same for submission in the CY 2026 PMIS and BED1/BED 3;
 - c. ensure that all the PPMPs are implemented/ accomplished on schedule, resulting in both 100% Budget Utilization and Disbursement Rate; and
 - d. prepare a catch-up plan as an intervention for RO/CO unscheduled project/activity implementation
3. Attached are: Enclosure No. 1 for the list of participants and technical working group; and Enclosure No. 2 for the Program Matrix. Participants are expected to bring their respective approved activities to the Mid-Term Planning.
4. Training Expenses (venue/board and lodging/meals/transportation/toll fees/training kit/knowledge products) shall be charged against Division MOOE-GAS, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance with this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure No. 1 – List of Participants as per Schedule with:

VIOLETA M. GONZALES, CESO VI
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Dr. LILIA RICERO
OIC, Asst. Schools Division Superintendent

I. List of Participants (September 17 and 19, 2025) in SDO Activity Center

No.	Name of Participants	Position
1.	Dr. Florante C. Marmeto	Chief Education Supervisor – CID
2.	Dr. Marissa M. Andanza	Education Program Supervisor, Kindergarten/ ALS / ALIVE
3.	Dr. John Albert B. Colle	Education Program Supervisor, Filipino
4.	Mr. Edison C. Enerlas	Education Program Supervisor, MAPEH
5.	Dr. Leonaida M. Gutierrez	Education Program Supervisor, EPP/ TLE/ TVL
6.	Ms. Mariel Eugene L. Luna	Education Program Supervisor, Araling Panlipunan & HUMMS
7.	Dr. Armida S. Oblinada	Education Program Supervisor, Science
8.	Dr. Lilirosa B. Palce	Education Program Supervisor, EsP / SNED
9.	Dr. Ma. Carmen D. Solayao	Education Program Supervisor, English
10.	Ms. Emalyn M. Ballonado	OIC - Mathematics
11.	Dr. Gina U. Urquia	Education Program Supervisor, LRMS
12.	Dr. Evangeline M Aman	Public Schools District Supervisor
13.	Dr. Ma. Theresa CA. Dela Rosa	Public Schools District Supervisor
14.	Dr. Eric F. Fungo	Public Schools District Supervisor
15.	Dr. Yaledegler C. Maligaya	Public Schools District Supervisor
16.	Dr. Ma. Myra E. Namit	Public Schools District Supervisor
17.	Dr. Ada Trinidad A. Tagle	Public Schools District Supervisor
18.	Dr. Jaime G. Bautista	Public Schools District Supervisor
19.	Dr. Meniano D. Eborra	Public Schools District Supervisor
20.	Dr. Jhemson C. Elis	Public Schools District Supervisor
21.	Ms. Clarisa C. Avila	Public Schools District Supervisor
22.	Dr. Ma. Regaele Olarte	OIC-Chief – SGOD
23.	Mr. Christian Paul A. Dela Vega	SEPS – Social Mobilization and Networking
24.	Ms. Ivy M. Romano	SEPS – Human Resource Development
25.	Dr. Zoren Pepito L. Gubalane	SEPS – School Management, Monitoring and Evaluation
26.	Ms. Phoebe R. Arroyo	SEPS – Planning and Research
27.	Ms. Maria Teresa S. Indap	Nurse II – OIC – School Health & Nutrition Section
28.	Eng. Jerone M. Tagapan	Engineer III
29.	Ms. Noemi A. Valdez	Admin. Officer V
30.	Atty. Faith Erness J. Regacho	Attorney III
31.	Ms. Karina E. Medina	Accountant III
32.	Ms. May L. Borjal	Information Technology Officer I
33.	Ms. Virma U. Amistoso	Admin. Officer V, Budget Unit
34.	Ms. Lourdes V. Rodilla	Admin. Officer IV – Records Unit
35.	Ms. Angela M. Francisco	Admin. Officer IV – Personnel Unit
36.	Ms. Joiche I. Luna	Admin. Officer IV – Supply Unit
37.	Ms. Maria Cristina F. Malacad	Admin. Officer IV – Cash Unit
38.	Ms. Cecilia Teresa C. Claudel	EPS II – Social Mobilization and Networking Section
39.	Mr. King Solidini J. Torres	Project Development Officer I
40.	Ms. Mauren Malay	Admin. Asst. I



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**II. List of Participants - (Finalization of PPMP and Approval of APP CY 2026)
- September 25-26, 2025**

SDO Budget Planning Team Members

No.	Name	Position
1.	Dr. Florante C. Marmeto	Chief Education Supervisor - CID
2.	Dr. Ma. Regale A. Olarte	OIC-Chief Education Supervisor - SGOD
3.	Ms. Noemi A. Valdez	Admin. Officer V
4.	Ms. Ivy M. Romano	SEPS – HRD
5.	Dr. Zoren Pepito L. Gubalane	SEPS – SMME
6.	Ms. Joiche I. Luna	Admin Officer IV – Supply
7.	Ms. Phoebe R. Arroyo	SEPS – Planning
8.	Ms. Karina E. Medina	Accountant III
9.	Eng. Jerome M. Tagapan	Eng. III
10.	Ms. Virma U. Amistoso	Admin. Officer V – Budget
11.	Mr. Joseph Nilo	Planning Officer III
12.	Dr. Ma. Myra E. Namit	PSDS
13.	Ms. Mariel Eugene L. Luna	EPS - Araling Panlipunan & HUMMS



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Enclosure No. 2

Program Matrix (September 17, 19, 25-26, 2025)

Day 1		Sep. 17, 2025	CID,SGOD and OSDS
Time	Details		In- Charge
08: 30 - 09:00 AM	Attendance Check		Technical Working Group
	Opening Program (Nationalistic Hymn, Prayer, Energizer)		Technical Working Group/ AVP
09:00 - 09:30 AM	Message		VIOLETA M. GONZALES, CESO VI / OIC - SDS
	Statement of Purpose		Dr. LILIA RICERO - OIC- ASDS
09:30 - 10:15 AM	Re-visit of Mid-term Planning		Ms. Phoebe Arroyo - SEPS - Planning
	Re-visit of Planning Data		Mr. Joseph Nilo
	Re-visit of Program Implementation Review		Dr. Zoren Pepito Gubalane - SEPS - SMME
10:15 - 10:25 AM	snack		
10:25 - 11:00 AM	Re-visit of GAD Attribution on PPAs		Ms. Cecilia Teresa C. Claudel - EPS II - Soc Mob
	Learning and Development Process		Ms. Ivy Romano - SEPS - HRD
11:00 - 12:00 NN	Presentation of NEP 2026		Ms. Virma Amistoso
	Costing Parameters/ Mandatory Expenses		
12:00 - 01: 15 PM	Lunch/ Energizer		
01:15 - 01:45 PM	Accounting Updates/ Reminders on Compliance		Ms. Karina E. Medina - Accountant III
01:45 - 03:00 PM	APP-CSE/ Non-CSE Concerns		Ms. Joiche I. Luna - Admin. Officer IV - Supply
	Re-visit RA 9184 and its IRR/ DO Procurement - Updates		
3:00 - 03:15 PM	snacks		
3:15 - 03:40 PM	Template -WFP/ PMIS		Mr. Joseph Nilo
3:40 PM onwards	snacks/ break-away session per Division		Chiefs (SGOD/CID), Unit Heads
	Closing Program		Technical Working Group
Day 2		Sep. 19, 2025	CID,SGOD and OSDS
Time	Details		In- Charge
08: 30 - 09:00 AM	Attendance Check		Technical Working Group
	Opening Program (Nationalistic Hymn, Prayer, Energizer)		Technical Working Group/ AVP
09:00 - 09:30 AM	Message		VIOLETA M. GONZALES, CESO VI / OIC - SDS
	Break-away session (Grouping per Division)		Chiefs (SGOD/CID), Unit Heads
12:00 - 01:10 PM	lunch/ energize		
01:10 - 02:30PM	CID Presentation of PPMP		CID Chief
02:30 - 02:45 PM	snacks		
02:45 - 04:00 PM	SGOD Presentation of PPMP		SGOD Chief
04:00 - 04:30 PM	OSDS Presentation of PPMP (Admin; Legal; Budget and Accounting)		AO V and Unit Heads of Legal, Budget and Accounting
04:30 PM onwards	Feedbacking of SDS on presented PPMP		VIOLETA M. GONZALES, CESO VI / OIC - SDS
	Closing Program		Technical Working Group
Day 3		Sep. 25, 2025	CID, SGOD and OSDS
Time	Details		In- Charge
08: 30 - 09:00 AM	Attendance Check		Technical Working Group
	Opening Program (Nationalistic Hymn, Prayer, Energizer)		Technical Working Group/ AVP
09:00 - 09:30 AM	Message		VIOLETA M. GONZALES, CESO VI / OIC - SDS
	Final Presentation of PPMP for Shortlist of OIC-SDS		Chiefs (SGOD/CID), Unit Heads
12:00 - 01:10PM	lunch/ energize		
01:10 - 03:00 PM	PPMP Critiquing and Finalization		VIOLETA M. GONZALES, CESO VI / OIC - SDS
3:00 - 03:15 PM	snacks/ key distribution		
03:15 onwards	Consolidation of PPMP/ APP 2026		BAC
	BED 1 and BED 3 and PMIS based on consolidated PPMP		Budget/ Accounting/ PMIS encoder
	Closing Program		Technical Working Group
Day 4		Sep. 26, 2025	CID, SGOD and OSDS
Time	Details		In- Charge
08: 30 - 08:45 AM	Attendance Check		Technical Working Group
	Opening Program (Nationalistic Hymn, Prayer, Energizer)		Technical Working Group/ AVP
08:45 - 09:30 AM	Message and Strategic Direction for CY 2026		VIOLETA M. GONZALES, CESO VI / OIC - SDS
09:30 - 10:00 AM	BED 1 Orientation and BUR		Chiefs (SGOD/CID), Unit Heads
10:00 - 10:30 AM	BED 3 Orientation and Payments and NCA reversion		Chiefs (SGOD/CID), Unit Heads
10:30 - 12:00 NN	PMIS encoding/ AR/ATC		
12:00 - 01:10PM	lunch/ energize		
01:10 - onwards	Commitment and Catch-up Plan		Dr. LILIA RICERO - OIC- ASDS
	Ways Forward		VIOLETA M. GONZALES, CESO VI / OIC - SDS
	Closing Program		Technical Working Group/ AVP



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