



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 14 2026

MEMORANDUM

**BUDGET PLANNING OF DIVISION OFFICE PROPER
FOR STRATEGIC PRIME USE OF PROPOSED NEP 2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. In light of the increasing challenges in Public Financial Management (PFM) and to ensure the effective, efficient, and strategic utilization of the Schools Division Office (SDO) allotment pursuant to the National Expenditure Program (NEP) 2027, this Office shall conduct the **Budget Planning Workshop of the Division Office Proper for the Strategic PRIME Use of the Proposed NEP 2027** on **September 15–16, 2026, at Nagcarlan Forest Resort, Laguna.**
2. The workshop aims to align the various Programs, Projects, and Activities (PPAs) reflected in the Medium-Term Plan (MTP), establish priorities in accordance with available budget allocations, and ensure the equitable distribution of the remaining allocation among other identified PPAs.
3. Participants are expected to bring their respective pre-work outputs, laptops, and other necessary documents and reference materials to support the presentation, assessment, and prioritization of their proposed PPAs.
4. Expenses relative to the conduct of the activity, including venue, board and lodging, meals, transportation and toll fees, training kits, and knowledge products, shall be charged against the 2026 Division Maintenance and Other Operating Expenses (MOOE), subject to the availability of funds and the usual accounting and auditing rules and regulations.
5. Attached for reference are **Enclosure No. 1 – List of Official Participants** and **Enclosure No. 2 – Indicative Program of Activities.**
6. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

BUDGET
EMPLOYEES
POLICY
TRAINING

IMR/ Budget Planning of Division Office Proper for Strategic Prime Use of Proposed Nep 2027

371 September 11, 2026

UN-2026-371



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure 1: List of Official Participants

No.	Name	Position/Designation
1	Dr. Florante C. Marmeto	Chief Education Supervisor, CID
2	Dr. Marissa M. Andanza	Education Program Supervisor
3	Dr. John Albert B. Colle	Education Program Supervisor
4	Mr. Edison C. Enerlas	Education Program Supervisor
5	Dr. Leonaida M. Gutierrez	Education Program Supervisor
6	Ms. Mariel Eugene L. Luna	Education Program Supervisor
7	Dr. Arminda S. Oblinada	Education Program Supervisor
8	Dr. Liliosa B. Palce	Education Program Supervisor
9	Dr. Gina U. Urquia	Education Program Supervisor
10	Ms. Emalyn M. Ballonado	Division Mathematics Coordinator
11	Dr. Ma. Carmen D. Solayao	Education Program Supervisor
12	Dr. Evangeline M. Aman	Public Schools District Supervisor
13	Dr. Ma. Theresa C. 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	Atty. Erness Faith J. Regacho	Attorney III
22	Dr. Ma. Regaele A. Olarte	Chief Education Supervisor, SGOD
23	Dr. Jason B. Albaro	Education Program Supervisor
24	Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist
25	Ms. Ivy M. Romano	Senior Education Program Specialist
26	Ms. Phoebe R. Arroyo	Senior Education Program Specialist
27	Dr. Christina Paul A. Dela Vega	Senior Education Program Specialist
28	Ms. Maria Teresa S. Indap	Nurse II
29	Engr. Jerone M. Tagapan	Engineer III
30	Ms. Cecilia Teresa C. Claudel	Education Program Specialist II
31	Mr. Joseph D. Nilo	Planning Officer III
32	Mr. Eduardo E. Kondo	Project Development Officer II
33	Ms. Noemi A. Valdez	Administrative Officer V
34	Ms. Karina E. Medina	Accountant III
35	Ms. May L. Borjal	Information Technology Officer I
36	Ms. Virma U. Amistoso	Administrative Officer V - Budget
37	Ms. Lourdes V. Rodilla	Administrative Officer IV
38	Ms. Maria Cristina F. Malacad	Administrative Officer IV
39	Ms. Angela M. Francisco	Administrative Officer IV
40	Ms. Joiche I. Luna	Administrative Officer IV
41	Mr. King Solidini Torres	Project Development Officer I
42	-	Driver - SDS
43		Driver - ASDS



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Enclosure 2: Indicative Program of Activities

Day 1: Half-Day Program (1:00 PM – 5:00 PM)

Time	Activity / Topic	Lead / Facilitator	Key Output / Deliverable
01:00 PM - 01:30 PM	Registration	Ms. Virma Amistoso	Attendance
01:31 PM - 01:50 PM	Opening Program	SDS Violeta M. Gonzales	Executive Intent & Guidance
01:51 PM - 02:20 PM	Presentation of AIP FY 2027	Ms. Phoebe Arroyo	Updated Division Priorities Matrix
02:21 PM - 02:50 PM	NEP 2027 Allocation and as of August 2026 GAA 2026 Utilization	Ms. Virma Amistoso	NEP 2027 Allocation Distribution
02:51 PM - 03:00 PM	Health Break	–	–
03:01 PM - 04:40 PM	Template walk through for PMIS and WFP Standardization	Mr. Joseph Nilo	Standardized WFP & PPMP Forms
	PPMP Template and Process Guide for Program Owners	Ms. Joiche Luna	
04:41 PM - 05:00 PM	Synthesis	Mr. Joseph Nilo	Breakout Assignments & Instructions

Day 2: Full-Day Program (8:30 AM – 5:00PM)

Time	Activity / Topic	Lead / Participants	Key Output / Deliverable
08:30 AM - 08:45 AM	Preliminaries	Secretariat	Daily Orientation
08:46 AM - 08:55 AM	Recapitulation	Ms. Virma Amistoso	–
08:56 AM - 09:15 AM	PIR Recommendation and Remarks	Dr. Pepito Zoren Gubalane	Budget Inclusion/ Adjustment
09:16 AM - 12:00 AM	Break Out Mechanics Simultaneous Functional Division Breakout Workshops	Functional Divisions	Draft WFP, PPMP & Activity Designs
12:00 PM - 01:00 PM	Lunch Break	–	–
01:00 PM - 03:30 PM	Division WFP Presentation & Critiquing	SDS, ASDS, Division Panel	Critiqued & Adjusted WFPs/ Pre-final Approved WFP
03:30 PM - 03:45 PM	Health Break	–	–
03:45 PM - 04:30 PM	Consolidation of Pre-final WFP and PPMP for CY 2027 APP	SGOD (Planning) & OSDS (Budget) & BAC Secretariat	FY 2027 APP
04:30 PM - 05:00 PM	Ways Forward, Target PMIS Uploading Dates & Closing	ASDS / SDS	Final Submission Deadlines