



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 29 2026

MEMORANDUM

**SUBMISSION OF PROJECT PROPOSALS, PPMPs, AND OTHER REQUIREMENTS
IN SUPPORT OF THE BUDGET PLANNING OF THE DIVISION OFFICE PROPER
FOR THE STRATEGIC PRIME USE OF THE PROPOSED NEP 2027**

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

1. In line with the Budget Planning Workshop of the Division Office Proper for the Strategic PRIME Use of the Proposed National Expenditure Program (NEP) 2027, conducted pursuant to the Division Unnumbered Memorandum dated September 14, 2026, all concerned Division Office units/program owners are directed to prepare and submit the necessary documents for the consolidation, assessment, prioritization, and budgeting of their respective Programs, Projects, and Activities (PPAs).
2. The submission of the required documents should support the alignment of the proposed PPAs with the Siklab DUNONG, Division's priorities and Medium-Term Plan (MTP), as well as the strategic and equitable allocation of available resources.
3. In this regard, all concerned offices/end-users shall accomplish and submit the following requirements:

No.	Required Action/Document	Deadline	Responsible Person/Office
1.	Project Proposal using the prescribed HRD format, duly accomplished and signed by the concerned personnel	On or before October 5, 2026.	Program owner
2.	Attachment of the signed Individual PPMP to the project proposal	On or before October 5, 2026.	Program Owner



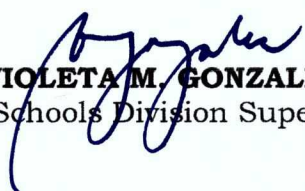
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No.	Required Action/Document	Deadline	Responsible Person/Office
3.	Duly signed Project Proposal to be submitted to the assigned PMIS encoder per functional division CID - Dr. Ma. Myra E. Namit SGOD - Mr. Joseph D. Nilo OSDS - Ms. Joiche I. Luna	On or before October 9, 2026.	Program Owner
4.	SDO Calendar of Activities to be posted on the website	December 2026	Mr. Joseph D. Nilo

4. All program owners shall access the prescribed Project Proposal, Work and Financial Plan (WFP), and Individual/Office Project Procurement Management Plan (PPMP) through the OneDrive link <https://tinyurl.com/M07-BUDGET-FY2027>.

5. Immediate and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: as stated

Reference: as stated

To be indicated in the Perpetual Index

Under the following subjects:

BUDGET

PROGRAMS

PROJECTS

PRA/Submission of Project Proposals, PPMPs, and Other Requirements in Support of the Budget Planning of the Division
Office Proper for the Strategic Prime Use of the Proposed NEP 2027

394/September 22, 2026

UN-2026-394



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com
deped-muntinlupa.com