



Republic of the Philippines  
Department of Education  
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

DEPARTMENT OF EDUCATION  
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Office of the Regional Director

Advisory No. 396, s. 2025

October 6, 2025

In compliance with DepEd Order No. 8, s. 2013  
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**CHANGE OF VENUE FOR THE REGIONAL WORKSHOP ON FY 2027-2029  
PLANS AND BUDGET PREPARATION**

This is to inform all concerned that there is a change in the venue for the **Regional Workshop on FY 2027-2029 Plans and Budget Preparation**, as stated in **Regional Memorandum No. 478, s. 2025**, dated September 3, 2025.

The workshop will now be held at **Chandler Suites, Pagadian City**, on the **same scheduled dates and time**. The change is due to a scheduling conflict with other activities at NEAP-RIX.

Please be informed that **hotel accommodation will be provided only for SDO participants residing outside Pagadian City**.

For your information and guidance.

PSDC/LGP/MCNM/afb  
024/October 6, 2025

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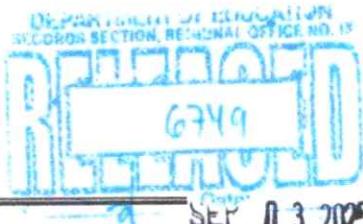


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Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

September 3, 2025

**REGIONAL MEMORANDUM**

No. 478, s. 2025

**REGIONAL WORKSHOP ON FY 2027-2029 PLANS AND BUDGET PREPARATION**

TO: Assistant Regional Director  
Schools Division Superintendents  
Functional Division Chiefs  
Program Owners  
All Others Concerned  
This Region

1. The preparation of the FY 2027-2029 Plans and Budget is a critical undertaking to ensure that the Department of Education (DepEd) Regional Office IX strategically aligns its resource planning with national priorities, institutional goals, and the Department's mission of delivering quality, equitable, and inclusive education.
2. In anticipation of the National Budget Call for FY 2027 and the Central Office-Regional Office Convergence for Plans and Budget Preparation, this Office shall conduct a **Regional Workshop on FY 2027-2029 Plans and Budget Preparation** on **October 20-22, 2025**, at **NEAP-R, Tiguma, Pagadian City**. The workshop will be jointly facilitated by the **Finance Services Division (FSD)** and the **Policy, Planning, and Research Division (PPRD)**.
3. **Check-in** for participants will be on **October 19, 2025 (Sunday)**, at **2:00 P.M.**, with the first meal to be served at **dinner**. **Check-out** will be on **October 22, 2025 (Wednesday)**, with the last meal to be **PM snacks**.
4. The workshop will serve as a platform to consolidate, validate, and align the three-year forward estimates with the commitments under the **5-Point Reform Agenda**, particularly in relation to basic inputs and key priority programs. Specifically, it aims to:
  - a. Identify and validate the FY 2027-2029 requirements of major programs in alignment with the 5-Point Reform Agenda;
  - b. Ensure the feasibility of proposals by detailing the basic inputs and major Programs, Projects, and Activities (PPAs) for FY 2027, including their operationalization strategies; and
  - c. Finalize all necessary details and complete the documentary requirements for the FY 2027-2029 Plans and Budget Proposal.

5. The targeted participants (refer to Annex A) are as follows:

- Functional Division Chiefs – 8
- Program Owners – 31
- SAO-FSD, Regional Accountant, Budget Officer, Planning Officer – 4
- Schools Division Superintendents/Assistant SDSs – 8
- SDO Chiefs (CID and SGOD) – 16
- SDOs – CID Selected Program Owners (2 per SDO) – 16



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- SDOs – SGOD Selected Program Owners (2 per SDO) – 16
- SDO Accountants, Budget Officers, Planning Officers – 24
- SDO SMMEs – 8
- SDO HRMOs – 8
- SDO AO Vs – 8

6. To facilitate the preparation of plans and budgets per PAP, all concerned are requested to bring relevant and updated data such as inventories, requirement computations, program implementation reports, and other essential information from division and school levels, including but not limited to:

- a. **Construction** – program of work; list of schools with buildable space; schools with no land ownership disputes;
- b. **Furniture** – list of newly constructed classrooms; inventory of furniture for replacement due to loss or damage;
- c. **Feeding Program** – actual list of beneficiaries and related data;
- d. **ICT** – list of schools with electricity access (on-grid/off-grid), including capacity details for off-grid locations;
- e. **Other program-specific data** that will support accurate forward estimation.

7. The tentative workshop schedule is as follows:

- **Days 1-2:** Orientation on the budget template from the Central Office, followed by workshop sessions.
- **Days 2-3:** Presentation of plans and budget proposals per PAP by concerned Chiefs/Program Owners, in the presence of the Regional Director, Assistant Regional Director, and SDSs/ASDSs, to determine prioritization of PAPs.

8. Final outputs, using the prescribed template, must be submitted by **October 22, 2025 (afternoon)** via the link to be provided during the workshop.

9. Immediate and wide dissemination of this memorandum is directed. All concerned are expected to comply strictly with its provisions.

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**RUTH L. FUENTES, CESO III**  
Regional Director

Encls:as stated

FSD/PSDC/LGP/MCNM/afb/RM  
029/September 1, 2025



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