



Republic of the Philippines
Department of Education
Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No.: 540 s. 2025

JAN 28 2025

SUBMISSION OF FY 2026 BUDGET PROPOSALS

To: Assistant Schools Division Superintendent
School Heads - Public Elementary and Secondary Schools
Administrative Officer IV - Personnel Unit
Planning Officer
Division Engineer
Administrative Officer IV - Supply Unit

PARTICULARS

1. Pursuant to National Budget Memorandum (NBM) No. 153 entitled "National Budget Call for FY 2026", please be advised to submit the Budget Proposals to the Finance Division-Budget Unit on or before February 5, 2026.
2. To facilitate the submission, herewith attached are the list of BP Forms and personnel involved in the preparation of Budget Proposals.
3. Templates of BP Forms and schedules were sent to the respective email addresses of the schools and personnel concerned.
4. For queries and clarifications, please contact Ms. Sheree C. Graycochea through r1sfc.budget@deped.gov.ph or call (072) 607-4715.
5. Immediate compliance to this Memorandum is desired.

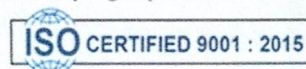
SHEILA MARIE A. PRIMICIAS, CESO VI
OIC-Schools Division Superintendent



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"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
Reference No. : _____



BUDGET PREPARATION FORMS	PERSONNEL INVOLVED
BP 201A - Obligations for Personnel Services (PS)	Administrative Officer IV Accountant (LUNHS)
BP 201B - Obligations for MOOE	School Heads Accountant (LUNHS)
BP 201D - Obligations for Capital Outlay	School Heads
Staffing Summary of Non-Permanent Positions (Casual and Substitute)	Administrative Officer IV – Personnel School Head/Accountant (LUNHS)
BP 205 List of Retirees	Administrative Officer IV – Personnel School Head/Accountant (LUNHS)
BP 202 (2024 Budget Tier 2)	Administrative Officer IV School Head/Accountant (LUNHS)
SCHEDULES: 1. Staffing Summary of Permanent Positions 2. Cash Allowance 3. Special Hardship Allowance 4. Hazard Pay, Subsistence and Laundry Allowance (Medical/Dental Personnel) 5. Step Increment 6. Loyalty Pay	Administrative Officer IV – Personnel School Head/Accountant (LUNHS)
Capital Outlay: 1. Land 2. Building 3. Equipment 4. Furniture and Fixtures	SDO Engineer and Supply Officer
School Inventory (from EBEIS) Total No. of Enrolment Total No. of Teachers Total No. of Classrooms Total No. of Graduating Students	Planning Officer



POSTED



Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
OFFICE OF THE REGIONAL DIRECTOR
REGION I
001581

JAN 23 2025

REGIONAL MEMORANDUM

No. 140, s. 2025

To: Schools Division Superintendents

SUBMISSION OF FY 2026 BUDGET PROPOSALS

1. In Pursuant to National Budget Memorandum (NBM) No. 153 entitled "National Budget Call for FY 2026", please be advised to submit the Consolidated 2026 Budget Proposals to the Finance Division-Budget Section on or before February 7, 2025.
2. The templates of BP Forms and schedules will be sent to the respective email addresses of the Schools Division Offices.
3. For queries and clarifications, please contact Ms. Ederlyn M. Pimentel through fd.bs.region1@deped.gov.ph or call (072) 682-2324 local 116.
4. Immediate dissemination of and compliance with this Memorandum are desired.

TOLENTINO G. AQUINO
Director IV

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Encl: None
Reference: NBM No. 153

To be indicated in the Perpetual Index
under the following subjects:

Budget

FD/ass/RM-Submission of FY 2026 Budget Proposals
FIN003/January 27, 2025



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FIN 2 4 1 0 8 7

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