



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

**OFFICE MEMORANDUM**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors – CID & SGOD  
CID and SGOD Personnel  
OSDS Unit Heads and Personnel  
All Others Concerned

FROM : **CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

DATE : October 28, 2024

SUBJECT : **WORKSHOP ON THE PREPARATION OF WORK AND FINANCIAL PLAN (WFP) FY 2025 AND AGENCY BUDGET PROPOSAL FOR FY 2026**

1. This office shall conduct a workshop on the preparation of Work and Financial Plan (WFP) FY 2025 and Agency Budget Proposal for FY 2026 on October 29, 2024, from 9:00 AM to 5:00 PM, at the SDS Office.

2. The expected participants to the workshop are:

OSDS	SGOD	CID
OIC-SDS	Chief Education Supervisor	Chief Education Supervisor
Accountant III	SEPS-P&R	1 Program Owner
AO V (Budget Officer)	Planning Officer III	
AO V (Administrative)	SEPS-HRD	
1 Budget Office Personnel	Engineer III	
AO IV (HRMO)		
AO IV (Supply)		

3. The participants are requested to download the FY 2026 Budget Preparation templates and Forms found in this link: <https://bit.ly/40mI6xh>.

4. Attached is the Indicative Program of this workshop.

5. Expenses relative to the conduct of this activity shall be charged to the SDO Funds subject to budgeting, accounting & auditing rules and regulations.

6. For information, guidance, and compliance.



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**INDICATIVE PROGRAM**

<b>Time</b>	<b>Activity</b>	<b>Persons Involved</b>
9:00 AM 9:30 AM	Preliminaries	
	<ul style="list-style-type: none"><li>Opening Prayer</li></ul>	<b>Floren P. Clavo</b> SEPS-P&R
	<ul style="list-style-type: none"><li>Opening Message and Checking of Attendance</li></ul>	<b>Cecile C. Ferro, CESO VI</b> ASDS/ OIC-SDS
	<ul style="list-style-type: none"><li>Statement of Purpose and Objectives</li></ul>	<b>Rey C. Bonayon</b> PO III
9:30 AM 9:45 AM	Session 1: FY 2025 National Expenditure Program and PPAs Line Item	<b>Liza R. Bernardo</b> AO V (Budget)
9:45 AM 10:00 AM	Session 2: FY 2025 Allocation and Distribution of GASS Fund	<b>Angelo James O. Aguinalde</b> Accountant III
10:00 AM 10:30 AM	Session 3: Investment Programming for FY 2026	<b>Rey C. Bonayon</b> Planning Officer III
10:30 AM 11:30 AM	Session 4: FY 2026 Budget Proposal and Prioritization	<b>Liza R. Bernardo</b> AO V (Budget)
11:30 AM 2:00 PM	Break-out Session by Functional Division	
2:00 PM 4:30 PM	Presentation of Outputs	<b>Program Owners</b>
4:30 PM 4:50 PM	Synthesis of Agreements and Ways Forward	<b>Floren P. Clavo</b> SEPS-P&R
4:50 PM 5:00 PM	Closing Prayer	<b>Carol P. Gil</b> SEPS-HRD



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