



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2026- 037

To : Assistant Schools Division Superintendent  
Division Accountant  
Budget Officer

Subject : **ATTENDANCE TO THE NATIONAL BUDGET CALL FOR FY 2027**

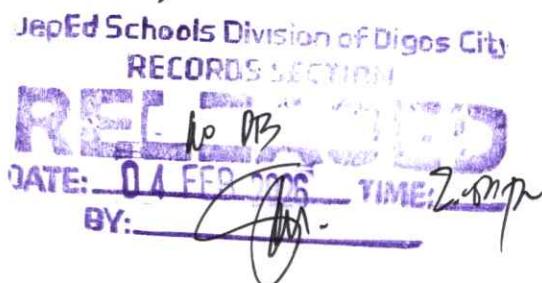
Date : February 4, 2026

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In view of the communication from the Department of Budget and Management (DBM) regarding the issuance of National Budget Memorandum (NBM) No. 156 dated January 5, 2026, otherwise known as the National Budget Call for FY 2027, the DBM Regional Office XI will conduct a half-day Budget Forum on February 5, 2026 (Thursday), from 8:00 a.m. to 12:00 noon at the DBM Regional Office XI Multipurpose Hall, Orchid St., Juna Subdivision, Matina, Davao City. With this, the Assistant Schools Division Superintendent, the Division Accountant, and the Budget Officer are hereby directed to attend the said activity to ensure that the Division is fully apprised of the guidelines and requirements for the preparation of the FY 2027 budget. Travel expenses incurred in relation to this activity shall be charged against local funds, subject to existing accounting and auditing rules and regulations. Attached is the communication letter from DBM for reference.

For information and strict compliance.

*M. Estacio*  
**MELANIE P. ESTACIO, Ph.D., CESO VI**  
Schools Division Superintendent *Smw*





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE XI

DMS Reference No: 2026-ROXI-0014160-E

January 29, 2026

**MELANIE P. ESTACIO, PhD CESO VI**

Schools Division Superintendent  
Department of Education  
Schools Division of Digos City  
Roxas Street, cor. Lopez Jaena Street, Zone II, Digos City

The Department of Budget and Management has issued National Budget Memorandum (NBM) No. 156 dated January 5, 2026, otherwise known as the National Budget Call for FY 2027.

On account of this issuance, we are inviting you, your Budget Officer/Accountant and Planning Officer [**maximum of three (3) participants**] to attend a half-day Budget Forum from **8:00 am to 12:00 nn on February 5, 2026 (Thursday)**, at the **DBM Regional Office XI, Multipurpose Hall, Orchid St., Juna Subdivision, Matina, Davao City**.

Attached is the program for the activity.

For reference NBM 156 may be downloaded under the Publications tab at [www.dbm.gov.ph](http://www.dbm.gov.ph).

Should you require any additional information, please do not hesitate to contact us through email **dbm\_ro11@dbm.gov.ph**, copy furnish *Ms. Richell S. Cañesraes* at **rsollano@dbm.gov.ph**.

We look forward to your presence and participation in this event.

Thank you and best regards.

Very truly yours,

  
**GARY R. MARTEL, CPA, MPA, CESO III**  
Regional Director

Encl: a/s



# Program of Activities

Thursday, 05 February 2026 | 9:00am-12:00nn

DBM Regional Office XI, Multipurpose Hall, Orchid St., Juna Subdivision,  
Matina, Davao City

## REGISTRATION/PRELIMINARIES

8:00AM - 9:00 AM

## PROGRAM PROPER

9:00AM - 9:15 AM

- Invocation and National Anthem
- Opening Remarks

**Gary R. Martel, CPA, MPA, CESO III**

Regional Director, DBM XI

## DISCUSSION PROPER

9:15 AM - 10:45 AM

- FY 2027 Budget Preparation, at a glance  
**Antonio M. Faunillan, Jr.**  
Assistant Regional Director
- Preparation of the FY 2027 Budget: Guidelines on the Formulation of Tier 1 and 2  
**Mary Emlea S. Ganzon**  
Supervising Budget and Management Specialist
- Conduct of Program Convergence Budgeting (PCB)
- Regional Development Councils (RDCs) process during Budget Preparation  
**Zillah Joanne P. Gallardo**  
Acting Chief Budget and Management Specialist
- Budget Preparation Forms and Instructions (Updates)  
**Namnama Grace A. Elarcosa**  
Chief Budget and Management Specialist
- Submission Requirements and Budget Preparation Calendar  
**Pia Angela M. Enriquez**  
Senior Budget and Management Specialist

10:45 AM - 11:15 AM

- OPEN FORUM

11:15 AM - 11:45 AM

- Closing Remarks  
**Antonio M. Faunillan, Jr., PhD**  
Assistant Regional Director, DBM XI
- Photo Opportunities
- Administration of Feedback Forms and Release of Certificates of Participation

Master of Ceremonies:

**Doris Dianne N. Pateño**

Senior Budget and Management Specialist