



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026- 037

To : Assistant Schools Division Superintendent
Division Accountant
Budget Officer

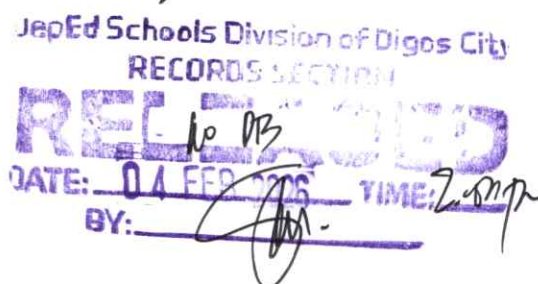
Subject : **ATTENDANCE TO THE NATIONAL BUDGET CALL FOR FY 2027**

Date : February 4, 2026

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.


MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent 





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.

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

BUDGET FORUM