



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
CID No. 697, s. 2025

TO : **MARLYN E. ESMADÉ**
Education Program Supervisor (EsP)

FROM : **JAY S. MONTEALTO, CESO VI**
Schools Division Superintendent

DATE : October 16, 2025

SUBJECT : Designation as Officer-In-Charge of CID

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Jay S. Montealto
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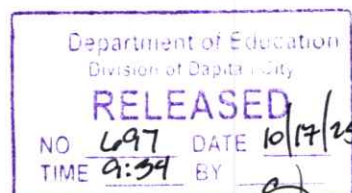
In view of the participation of the Chief Education Supervisor of the CID in the Regional Workshop on the FY 2027-2029 Plans and Budget Preparation, you are hereby designated as Officer-In-Charge of the Curriculum Implementation Division effective **October 20-22, 2025**.

As such, you shall act on matters which are routinary in nature and hold in abeyance those that are discretionary. However, urgent matters requiring immediate action shall be communicated directly to me for instructions.

During this period, your responsibilities as Officer-in-Charge include the following:

1. Represent the office or assign a representative to meetings called by the other offices.
2. Sign and affix signatures in Master Program, Leave Form, LAC Plan, Locator Slip, Daily Time Record (DTR) and Urgent Activity Proposals.
3. You are required to submit a summary report of all documents and activities acted upon during your Officer-In-Charge.

Please be guided accordingly.

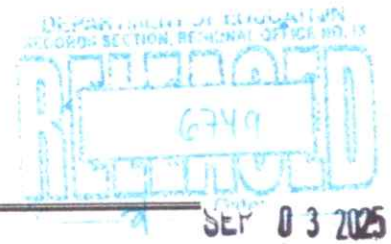


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Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



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:

- Identify and validate the FY 2027–2029 requirements of major programs in alignment with the 5-Point Reform Agenda;
- 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
- 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.

Digitally signed by Legaspi Ruth Fuentes
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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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Effectivity	09.06.2023	Page	2 of 3



LIST OF PARTICIPANTS

Training Title :	WORKSHOP ON FY 2027-2029 PLANS AND BUDGET PREPARATION
Venue :	NEAP-R-IX, TIGUMA, PAGADIAN CITY
Start Date :	October 20, 2025
End Date :	October 22, 2025

No.	Name	Division
Regional Office Proper		
1	Ruth L. Fuentes, CESO III	ORD
2	Gregorio Cyrus R. Elejorde, CESO V	OARD
3	Romeo M. Daligdig	ASD
4	Eugenio B. Penales	CLMD
5	Marietta R. Anhaw	HRDD
6	Alhadzmar A. Lantaka	PPRD
7	Sheila Rose B. Apiag	ESSD
8	Peachy Shane D. Carandang	FSD
9	Lucman L. Manupac	QAD
10	Ruel A. Saldua	FTAD
11	Program Owner - New School Personnel Positions - Teaching and Non-Teaching	ASD
12	Program Owner - Reclassification of Positions	ASD
13	Program Owner - School/Sites Titling	ORD-Legal
14	Program Owner - Computerization Program	ORD-ICT
15	Program Owner - GAD	HRDD
16	Program Owner - OPDNTP	HRDD
17	Program Owner - PWD/SC	HRDD
18	Program Owner - HRTD	HRDD
19	Program Owner - NEAP	NEAP-HRDD
20	Program Owner - Policy and Research Program	PPRD
21	Program Owner - PMIS	PPRD
22	Program Owner - Learner Support Program - YFP & BPLP	ESSD
23	Program Owner - Child Protection Program	ESSD
24	Program Owner - BEFF and Last Mile Schools Programs	ESSD
25	Program Owner - LSP - School Mental Health Program	ESSD
26	Program Owner - LSP - School Dental Health Care Program	ESSD
27	Program Owner - School-Based Feeding Program	ESSD
28	Program Owner - Physical Fitness and School Sports	ESSD
29	Program Owner - Disaster Preparedness and Response Program	ESSD
30	Program Owner - Conservation and restoration of Gabaldon and other heritage school buildings	ESSD
31	Program Owner - FLO - LR and FLO-ADM, IPED	CLMD
32	Program Owner - ALS and SNED	CLMD
33	Program Owner - Madrasah Education Program	CLMD
34	Program Owner - Learning Tools and Equipment (SME and TVL)	CLMD
35	Program Owner - Basic Education Curriculum (BBMP and ARAL)	CLMD
36	Program Owner - Basic Education Curriculum (Mathematics)	CLMD
37	Program Owner - Basic Education Curriculum - (Science, STEM)	CLMD
38	Program Owner - Basic Education Curriculum - (English and Filipino)	CLMD
39	Program Owner - Development and Promotion of Campus Journalism	CLMD
40	Program Owner - Early Language Literacy and Numeracy	CLMD
41	Program Owner - Multigrade Education	CLMD
42	Marlyn A. Doronila	PPRD
43	Lucshil G. Pioquinto	FSD
44	Waren Y. Indoc	FSD
45	Maria Christy N. Maalam	FSD

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Training Title :	WORKSHOP ON FY 2027-2029 PLANS AND BUDGET PREPARATION
Venue :	NEAP-R-IX, TIGUMA, PAGADIAN CITY
Start Date :	October 20, 2025
End Date :	October 22, 2025

No.	Name	Division
46	PMT	PPRD
47	PMT	FSD
48	PMT	FSD
49	PMT	FSD
50	PMT	NEAP
Division Office		
51	SDS or ASDS	Isabela City
52	Chief, CID	Isabela City
53	CID - Selected Program Owner	Isabela City
54	CID - Selected Program Owner	Isabela City
55	Chief, SGOD	Isabela City
56	SGOD - Selected Program Owner	Isabela City
57	SGOD - Selected Program Owner	Isabela City
58	Accountant	Isabela City
59	Planning Officer	Isabela City
60	SEPS SMME	Isabela City
61	Budget Officer	Isabela City
62	HRMO	Isabela City
63	AO V	Isabela City
64	SDS or ASDS	Dapitan City
65	Chief, CID	Dapitan City
66	CID - Selected Program Owner	Dapitan City
67	CID - Selected Program Owner	Dapitan City
68	Chief, SGOD	Dapitan City
69	SGOD - Selected Program Owner	Dapitan City
70	SGOD - Selected Program Owner	Dapitan City
71	Accountant	Dapitan City
72	Planning Officer	Dapitan City
73	SEPS SMME	Dapitan City
74	Budget Officer	Dapitan City
75	HRMO	Dapitan City
76	AO V	Dapitan City
77	SDS or ASDS	Dipolog City
78	Chief, CID	Dipolog City
79	CID - Selected Program Owner	Dipolog City
80	CID - Selected Program Owner	Dipolog City
81	Chief, SGOD	Dipolog City
82	SGOD - Selected Program Owner	Dipolog City
83	SGOD - Selected Program Owner	Dipolog City
84	Accountant	Dipolog City
85	Planning Officer	Dipolog City
86	SEPS SMME	Dipolog City
87	Budget Officer	Dipolog City
88	HRMO	Dipolog City
89	AO V	Dipolog City
90	SDS or ASDS	Pagadian City
91	Chief, CID	Pagadian City
92	CID - Selected Program Owner	Pagadian City
93	CID - Selected Program Owner	Pagadian City
94	Chief, SGOD	Pagadian City
95	SGOD - Selected Program Owner	Pagadian City
96	SGOD - Selected Program Owner	Pagadian City