DepEd-Division of Catanduanes
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BICOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

November 23, 2026

DIVISION MEMORANDUM
No. 1393, s. 2026

WORKSHOP ON STRATEGIC PLANNING AND BUDGET ALIGNMENT FOR THE ADJUSTED SIP 2023 – 2028 AND WFP 2027

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 44, s. 2015 [*Guidelines on the Enhanced School Improvement Plan (SIP) Process and the School Report Card (SRC)*], DepEd Order No. 8, s. 2019 [*Revised Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses (MOOE)*] and DepEd Order No. 21, s. 2021 (*Guidelines in the Operationalization of the Program Management Information System*), and as part of the preparation to the incoming fiscal year (FY) 2027, schools are expected to prepare and submit their Work and Financial Plan (WFP) aligned with their respective adjusted School Improvement Plan (SIP).

2. In line with this, a two-day **Workshop on Strategic Planning and Budget Alignment for the Adjusted SIP 2023 – 2028 and WFP 2027** will be conducted by batches on **December 2 to 5, 2026** at **The Island Red Hotel, Calatagan Proper, Virac, Catanduanes**.

3. The activity aims the following:
   a. Review and adjust the SIP 2023 – 2028 based on updated school performance data, identified gaps, emerging needs, and Current Administration Agenda.
   b. Develop the CY 2027 WFP by identifying priority PPAs, with corresponding targets, timelines, and budgetary requirements.
   c. Ensure alignment between the adjusted SIP and WFP to promote evidence-based planning, strategic resource allocation, effective implementation, and improved learner outcomes.

4. Each school shall **have one (1) participant**, who may be the School Head, Administrative Officer, or Project Development Officer. They are advised to bring the following:
   a. Copy of the Approved SIP 2023 – 2028

b. Copy of the 2026 WFP, PPMP and APP
c. Laptop and extension cord
d. Pre-work template outputs

5. The following Enclosures are attached for guidance:
   a. Enclosure 1: List of Participants
   b. Enclosure 2: Activity Matrix

6. In addition to the conduct of the activity, please be guided by the following administrative arrangements:
   a. Expenses of SDO personnel in connection with the conduct of the training shall be charged to the Division MOOE, subject to existing budgeting, accounting, and auditing rules and regulations.
   b. A **training fee of PhP 1,200.00 per school** shall be collected by the Cashier Unit to cover the school participant's meals (lunch and two snacks) and venue expenses. The training fee, together with travelling and other incidental expenses, shall be charged to the respective local or School MOOE funds, subject to existing budgeting, accounting, and auditing rules and regulations.
   c. Attendance on weekends shall be granted with Compensatory Overtime Credit (COC) per CSC-DBM Joint Circular No. 2, s. 2024 or Vacation Service Credit (VSC) per DepEd Order No. 13, s. 2024.

7. For information, guidance, and compliance.

MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

Enclosure 1 of Division Memorandum No. 1393, s. 2026

LIST OF PARTICIPANTS

Program Management Team

1. Ma. Jeany T. Abayon – OIC – Schools Division Superintendent
2. Delfin A. Bondad – Assistant Schools Division Superintendent
3. Mary Jean S. Romero – Chief Education Supervisor
4. Aroline T. Borja – Education Program Supervisor
5. Angelo James O. Aguinalde – Accountant III
6. Liza R. Bernardo – Administrative Officer V (Budget)
7. Floren P. Clavo – SEPS
8. Maria Rita SR. Tablate - SEPS
9. Rey C. Bonayon – Planning Officer III
10. Roma Angelee Soleybar – Administrative Officer IV

Support Staff

1. Maria Elaine Magtagñob – Administrative Assistant II
2. Leolen S. Manoguid - Administrative Assistant II

School Participants

Participants	Number of Pax
Batch 1: December 2 – 3, 2026	
Secondary Schools	34
Zone 4 Elementary and Integrated Schools	44
Panganiban Elementary and Integrated Schools	12
Viga Elementary and Integrated Schools	28
Baras Elementary and Integrated Schools	16
Total	***134***
Batch 2: December 4 – 5, 2026	
Bagamanoc Elementary and Integrated Schools	13
San Miguel Elementary and Integrated Schools	23
Bato Elementary and Integrated Schools	18
Gigmoto Elementary and Integrated Schools	7
Zone 1 Elementary and Integrated Schools	73
Total	***134***

Enclosure 2 of Division Memorandum No. 1393, s. 2026

TRAINING MATRIX

Day/Time	Activities/Topics Covered	Responsible Persons
Day 1		
8:00 – 8:15	Preliminaries	
8:15 – 8:30	Opening Remarks	Mary Jean S. Romero CES – SGOD
8:30 – 8:45	Statement of Purpose	Delfin A. Bondad ASDS
8:45 – 9:00	Message	Ma. Jeany T. Abayon OIC – SDS
9:00 – 10:00	Session 1: Key Features of QBEDP	Aroline T. Borja EPS
10:00 – 11:00	Session 2: Strategy Mapping and Formulation	Floren P. Clavo SEPS
11:00 – 12:00	Session 3: Forecasting and Target Setting	Rey C. Bonayon PO III
12:00 – 1:00	Lunch	
1:00 – 2:00	Session 4: Outcome-Based Financial Planning	Delfin A. Bondad ASDS
2:00 – 3:00	Session 5: M&E Plan	Maria Rita SR. Tablate SEPS
3:00 – 4:30	Workshop on SIP Development	Participants
4:30 – 5:00	Debriefing	
Day 2		
8:00 – 8:15	MOL	
8:15 – 8:45	Session 6: National Expenditure Program (NEP) Level School MOOE Allocation	Liza R. Bernardo AO V
8:45 – 9:45	Session 7: Operational Planning	Rey C. Bonayon Planning Officer III
9:45 – 10:45	Session 8: PPMP and APP Preparation	Roma Angelee Soleybar AO IV
10:45 – 12:00	Session 9: Guidance in Accomplishing the WFP Template	Angelo James O. Aguinalde Accountant III
12:00 – 1:00	Lunch	
1:00 – 2:30	Workshop in the Development of WFP	Participants
2:30 – 4:30	Presentation of Outputs	Selected Participants
4:30 – 5:00	Closing Program	PMT