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REGION V - BICOL

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REGIONAL MEMORANDUM
No. 01264, s. 2026

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ADDITIONAL INSTRUCTIONS ON THE CONDUCT OF RO-SDO INTERFACE FOR FY 2028–2029 PLANS AND BUDGET

To : Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Regional Planning Team (RPT)
Schools Division Office Planning Team
All Others Concerned

1. This Office informs all Schools Division Planning Teams that the RO-SDO Interface for FY 2028–2029 Plans and Budget Presentation, originally scheduled for September 23-24, 2026, has been rescheduled to **October 14-15, 2026**. The activity will be held at Lotus Blu Hotel, Yashano Mall, Imperial Street, Bitano, Legazpi City.

2. In line with this adjustment and to ensure adequate time for the Regional Panel and Reactors to review and provide constructive feedback to the submitted plans, all SDOs are required to submit the following documents on or before September 28, 2026:

a. Budget Review Form A;
b. Proposals per Program, Project, or Activity (PPA); and
c. Presentation materials for the interface (SDO BP2028 Presentation and SDO BP2028 Prioritization).

Timely submission will ensure smooth and efficient conduct of the interface session.

3. The following expected participants are requested to confirm their attendance by registering through this link: https://bit.ly/RegROSDOInterfaceFY2028-2029PlansandBudget.

| **Regional Office Proper** | | **32** |
|---|---|---|
| **A. Regional Panel and Reactors** | | |
| • Regional Director | 1 | |
| • Assistant Regional Director | 1 | |
| • Chiefs of the Functional Divisions | 8 | |
| • Invited Resource Persons from CO and DepDev | 5 | |
| • Key Program Owners | | |
| *ESSD (PDO- IV and Engineer III)* | 2 | |

| | | |
|---|---|---|
| **Regional Office Proper** | | **32** |
| CLMD *(EPSs, for LRMS, Math, Science, TVL, and ALS)* | 5 | |
| AD *(AO-V for Personnel)* | 1 | |
| FD *(AO-V-Budget Officer)* | 1 | |
| PPRD *(EPS, PO-III, and AO-II)* | 3 | |
| HRDD (EPS/Focal Person for NEAP-R) | 1 | |
| Secretariat from PPRD | 4 | |

| | | |
|---|---|---|
| **Schools Division Offices (SDOs)** | | **78** |
| • Schools Division Superintendents | 13 | |
| • Chief Education Supervisors, CID | 13 | |
| • Chief Education Supervisors, SGOD | 13 | |
| • Planning Officers | 13 | |
| • Budget Officers | 13 | |
| • Division Engineers | 13 | |
| **GRAND TOTAL** | | **110** |

4. Details regarding the logistics and mechanics of the RO-SDO Interface are outlined in **Annex A.**

5. For any inquiries or clarifications, you may contact the Policy, Planning and Research Division (PPRD) at pprd.rov@deped.gov.ph.

6. For information, guidance, and compliance.

**BEBIANO I. SENTILLAS**
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Encl.: As stated.

**To be indicated in the PERPETUAL INDEX**
under the following subjects:

**BUDGET** **PLANNING**

PPRD/rtb/msc
09/15/2026

Sept. 23, 2026

To: BN concur

For information and guidance.

**Annex A: Mechanics and Instructions: RO-SDO Interface for FY 2028–2029 Plans and Budget Presentation**

## 1. Objective

The RO-SDO Interface aims to ensure a harmonized and evidence-based consolidation of School Division Offices' (SDO) budget proposals by the Regional Office (RO) for FY 2028–2029. This interface will align local planning and programming efforts with national priorities under the Quality Basic Education Development Plan (QBEDP) and the 5-Point Reform Agenda.

## 2. Matrix and SDO Schedule

| Time | Topic/Activity | In-Charge/ Responsible Office/Person |
|---|---|---|
| Day 0 -October 13, 2026 | Registration | TWG |
| 1:00 p.m. – 8:00 p.m. | Walkthrough and Finalization of Flow of Presentations | Program Management Team |
| Day 1 -October 14, 2026 | | |
| 8:00 a.m. – 9:30 a.m. | Opening Preliminaries<br>• Pambansang Awit<br>• Prayer<br>• Bicol Regional March<br>• DepEd QPS | AVP |
| | Opening Remarks | **BEBIANO I. SENTILLAS**<br>Assistant Regional Director |
| | Message and Policy Direction | **GILBERT T. SADSAD**<br>Regional Director |
| | Presentation of Participants | **MARIA LUISA T. AZUL**<br>AO-II, PPRD |
| | Statement of Purpose | **ROY T. BAÑAS**<br>Chief ES, PPRD |
| | Mechanics and Sequence of Presentation | **MERCY S. CASTILLO**<br>PO-III, PPRD |
| 9:30 a.m.- onwards | SDO Presentation of FY 2028-2029 Plans and Budget Proposal and Interpolation of the Regional Panel and Reactors | **RD GILBERT T. SADSAD**<br><br>**ARD BEBIANO I. SENTILLAS**<br><br>**Chiefs of FDs/ RPBCom Secretariat** |

Below is the time slot allocated to each SDO for the Presentation of their FY 2028-2029 Plans and Budget Proposal including the Interpolation by the Regional Panel and Reactors:

Note:

*All SDO Planning Teams are strongly encouraged to arrive one day prior to their scheduled presentation to ensure proper coordination with the Program Management Team (PMT) and to avoid delays during the interface. Kindly confirm your attendance*

*by registering through this link: https://bit.ly/RegROSDOInterfaceFY2028-2029PlansandBudget.*

**SDO Presentation Time Slots**

| Time Slots | SDO | Presenter |
|---|---|---|
| **Day 1 -October 14, 2026** | | |
| 9:30 a.m.-10:10 a.m. | SDO Ligao City | **SDS NYMPHA D. GUEMO** |
| 10:10 a.m.-10:50 a.m. | SDO Masbate | **OIC-SDS JOEL E. CAOLBOY** |
| 10:50 a.m.-11:30 a.m. | SDO Masbate City | **SDS NELSON S. MORALES, JR.** |
| 11:30 a.m.-12:10 p.m. | SDO Catanduanes | **OIC-SDS MA. JEANY T. ABAYON** |
| 1:10 p.m.-1:50 p.m. | SDO Naga City | **SDS SUSAN S. COLLANO** |
| 1:50 p.m.-2:30 p.m. | SDO Albay | **SDS NENE R. MERIOLES** |
| **Day 2 -October 15, 2026** | | |
| 8:30 a.m.-9:10 a.m. | SDO Camarines Sur | **SDS NORMA B. SAMANTELA** |
| 9:10 a.m.-9:50 a.m. | SDO Camarines Norte | **SDS CRESTITO M. MORCILLA** |
| 9:500 a.m.-10:30 a.m. | SDO Iriga City | **OIC-SDS MARIA-MAGNOLIA F. BRIOSO** |
| 10:30 a.m.-11:10 a.m. | SDO Sorsogon | **SDS JOSE L. DONCILLO** |
| 11:10 a.m.-11:50 a.m. | SDO Sorsogon City | **SDS WILLIAM E. GANDO** |
| 1:00 p.m.-1:40 p.m. | SDO Legazpi City | **SDS DANILO E. DESPI** |
| 1:40 p.m.-2:20 p.m. | SDO Tabaco City | **SDS FATIMA D. BUEN** |

**Wrapping-Up and Next Steps**

| Time | Topic/Activity | In-Charge/Responsible Office/Person |
|---|---|---|
| 2:00 p.m.-3:30 p.m. | Wrapping-Up and Next Steps | **ROY T. BAÑAS**<br>Chief ES, PPRD |
| 3:30 p.m.-5:00 p.m. | Closing Program<br><br>Messages<br><br><br><br>Acknowledgement | <br><br>**BEBIANO I. SENTILLAS**<br>Assistant Regional Director<br><br>**GILBERT T. SADSAD**<br>Regional Director<br><br><br>**HALLEN R. MONREAL**<br>EPS, PPRD |

**3. Pre-Interface Requirements**

Each SDO shall submit the following documents on or before September 28, 2026:

a. Budget Review Form A;
b. Proposal per PPA (Profile of Programs/Projects Proposal with justification)

All submissions shall be consolidated and uploaded to this dedicated shared drive https://bit.ly/FY2028-2029PlansAndBudgetOutputs.

## 4. Presentation Guidelines

**General Instructions**

- **Reference Copies:** Each SDO must provide printed copies of their presentation deck to panel members and designated reactors immediately prior to their presentation segment.
- **Presenter:** The Schools Division Superintendent (SDS) shall lead the presentation. If the SDS is unavailable due to an emergency or official conflict, the Assistant Schools Division Superintendent (ASDS) shall present.
- **Documentation:** SDO teams must designate one member to record panel comments, feedback, and responses for submission to the PPRD Secretariat.

The total presentation time is 40 minutes, allocated as follows:

| Segment | Allocated Time | Presentation Segment |
|---|---|---|
| Opening Statement | 3 minutes | Delivered by the SDS; highlights the SDO Profile, Updated Situational Analysis, and Strategic Directions. |
| PAPs & Budget Presentation | 17 minutes | Detailed presentation of proposed Programs, Projects, and Activities (PAPs) and budget requirements for FY 2028–2029. |
| Open Forum | 20 minutes | Interpellation, clarifications, and feedback from the Regional Office Panel and Reactors. |

**Content Focus and Emphasis**

Presentations must remain concise and evidence-based, focusing on:

a. **Strategic Alignment**
Clear linkage of PAPs with the 5-Point Reform Agenda and the Quality Basic Education Development Plan (QBEDP)

b. **Performance Reflection**
Overview of FY 2025-2026 performance, including:
- Major accomplishments
- Budget utilization rates
- Identified implementation challenges and bottlenecks

c. **Tier 2 Proposals with Justification**
Highlights of new or scaled-up proposals, particularly those targeting:
- Learning recovery and acceleration
- Inclusion and equity in education
- Digital transformation and e-learning access
- School improvement and system responsiveness

d. **KPIs and Targets**
Clearly defined Key Performance Indicators (KPIs) with corresponding:
- Physical targets (outputs/beneficiaries)

- Financial requirements (by expense class)

**Presentation Tips**

- Utilize data visualizations, infographics, and summary tables for clarity.
- Ensure coherence of narrative, linking situational analysis to proposed interventions.
- Practice time management to cover all critical content within the allotted period.
- Avoid overly technical jargon; keep the messaging accessible and action-oriented.

**Breakout Room Use and Post-Presentation Finalization**

- SDO Planning Teams awaiting their scheduled slot may work on finalizing their documents in designated breakout rooms.
- SDOs that have completed their presentation may stay in the venue or proceed to the revision workspace to incorporate feedback from Regional Office into their PAP proposals and finalize Forms A, B, and PPA Profiles.

## 5. Evaluation Criteria

To ensure fair, constructive, and results-oriented appraisal of each Schools Division Office (SDO) presentation, all proposals will be assessed by the Regional Office Panel and designated Reactors using the following evaluation criteria:

| Criteria | Weight | Evaluation Focus |
|---|---|---|
| Relevance | 35% | Alignment of PAPs with the 5-Point Reform Agenda, QBEDP, and local contextual needs (e.g., learning recovery, digital access, climate resilience). |
| Implementation Readiness | 35% | Feasibility of plans, including baseline data accuracy, clarity of implementation mechanisms, team readiness, and enabling policies/procurement plans. |
| Absorptive Capacity | 15% | Historical budget utilization rate, timely delivery of prior outputs, and structural capacity to scale interventions. |
| Urgency | 15% | Time-sensitivity of proposals targeting critical, immediate gaps in access, equity, quality, or governance responsiveness. |

Feedback gathered during the 20-minute Open Forum will be recorded on standard feedback forms to assist SDOs in refining their final PAP proposals.

## 6. Post-Interface Deliverables

Within **five (5) working days** following the interface, each SDO must:

- Incorporate all RO Panel feedback into their finalized PAP proposals.
- Upload final versions of Forms, Presentations, and PPA Profiles to the dedicated shared drive.