



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

19 Nov. 2025

DIVISION MEMORANDUM
 No. 406 , s. 2025

Division Real-Time Inventory and Forward Estimates for FY 2027 Planning and Budgeting

To: Assistant Schools Division Superintendent
 Chief ES, SGOD
 Chief ES, CID
 Public Elementary and Secondary School Heads
 All Concerned

- In line with the preparations for the FY 2027 Planning and Budgeting Cycle, the Schools Division Office shall conduct the Division Real-Time Inventory and Forward Estimates for all Public Elementary, Integrated, Junior High, and Senior High Schools. This activity aims to generate updated and accurate data on critical resources to support forward estimates, planning requirements, and budget prioritization for FY 2027.
- The Planning and Research Unit, as the designated focal unit, shall lead the conduct of the real-time inventory, consolidation of submissions, data validation, and preparation of the division analysis. Schools are expected to provide complete and accurate information using the prescribed templates.
- To ensure the systematic conduct of activities, the following timeline/schedule shall be strictly observed:

Activity	Date / Timeline
Orientation and Dissemination of Templates Participants: Engineer, AO IV (Personnel), AO IV (Supply Officer), EPS LRMSD, Planning Officer III, SEPS Research	November 21, 2025, 9:00 am – 12:00 pm
Data Encoding by the Division (Real-Time Inventory of Schools)	November 21–27, 2025
Data Validation and Analysis of Crucial Resources / Write-Ups	November 28 – December 8, 2025





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Presentation and Verification with School Heads / Submission to SDS	December 9, 2025, 9:00 am – 12:00 pm
Submission of Accomplished Crucial Resources with Analysis to the Regional Office	On or before December 12, 2025

- All concerned personnel, including School Heads, Planning Officer III, SEPS Research, Engineer III, Personnel, ESP – LRMDS, and the Supply Officer, are hereby directed to strictly follow the above schedule to ensure the timely submission of the Division Forward Estimates and all supporting documents to the Regional Office.
- Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

ENGR. EDGARD C DOMINGO PhD, CESO V
Schools Division Superintendent 

To be indicated in the Perpetual Index
under the following subjects:

TEACHER SEAT CLASSROOM TEXTBOOK

MQC/PAR/Nov 19, 2025

