



Republic of the Philippines  
**North Eastern Mindanao State University**

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
No. 0039, s. 2025

TO: **Engr. Kennie F. Montenegro** - **Planning Officer III**  
**Ms. Sandra Jessa S. Trajano** - **Budget Officer III**

DATE: **January 17, 2025**

SUBJECT: **FY 2026 REGIONAL BUDGET FORUM**



Greetings of peace and solidarity.

The Department of Budget and Management together with the National Economic and Development Authority will conduct the FY 2026 Regional Budget Forum on January 30, 2025 at the LMX Convention Center, Bancasi, Butuan City.

This forum aims to present the guidelines in the preparation of the FY 2026 Budget Proposals as well as the RDC guidelines on agency budget proposal review.

You are directed to join me in attending the said forum.

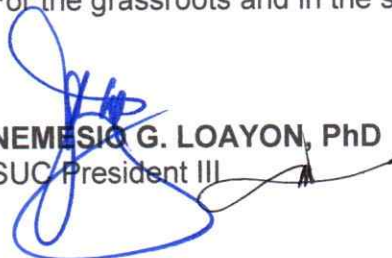
Attached is the invitation and program from DBM.

Expenses incurred in this activity including transportation expenses shall be charged to the local funds of your respective unit subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,

  
**NEMESIO G. LOAYON, PhD**  
SUC President III

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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
REGIONAL OFFICE NO. XIII (CARAGA), BUTUAN CITY

January 14, 2025

**NEMESIO G. LOAYON, Ph D**  
SUC President III  
North Eastern Mindanao State University (NEMSU)  
Tandag City

DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE NO. XIII

**RELEASED**

DATE: JAN 16 2025 TIME: 1:21 PM

Dear **President Loayon**:

Greetings!

Pursuant to National Budget Memorandum (NBM) No. 153<sup>1</sup> dated December 27, 2024, the Department of Budget and Management RO XIII together with the National Economic and Development Authority Caraga will conduct the **FY 2026 Regional Budget Forum** on January 30, 2025, 1:00 PM - 4:00 PM at the LMX Convention Center, Bancasi, Butuan City.

The Forum aims to present the guidelines in the preparation of the FY 2026 Budget Proposals as well as the RDC guidelines on agency budget proposal review.

The agency is allocated three (3) slots to attend the Forum. Hence, this is to request your presence along with the Planning and Budget Officer/s of NEMSU.

Confirmation of attendance and submission of advance questions and concerns relative to the FY 2026 budget preparation activities is requested through this link, <https://bit.ly/2026RBFConfirmation>, on or before January 29, 2025 for a seamless and more productive discussion.

The Program of Activities is attached for reference.

Thank you.

Very truly yours,

  
**MARIA FE D. JAGNA, CESO III**  
Regional Director

<sup>1</sup> National Budget Call for FY 2026

01/16/2025  
4:28 PM  
pruhano



Republic of the Philippines  
Caraga

**FY 2026**

## **REGIONAL BUDGET FORUM**

**30 JANUARY 2025 | 1-4 PM**

LMX Convention Center

Bancasi, Butuan City

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This serves as an Invitation

## Program of Activities

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1:00 - 1:15 Registration

1:15 Invocation & National Anthem

Opening Remarks

*Director Maria Fe D. Jagna, CESO III*

DBM Caraga

1:30 - 1:50 FY 2026 Budget Preparation, at a glance

*CBMS Elvin D. Chatto, DBM Caraga*

1:50 - 2:10 Reminders in the Preparation of Budget Proposals

For Inclusion in Agency Budgets

*Senior BMS Desiree G. Ruben, DBM Caraga*

2:10 Health Break

2:15 - 2:35 Budget Preparation Forms and Instructions (Updates)

*BMS II Rhona Mae U. Gabia, DBM Caraga*

2:35 - 2:55 Submission Requirements and Budget Preparation Calendar

*BMS I Caryl Mae S. Lusterio, DBM Caraga*

2:55 - 3:25 RDC Regional Review Guidelines on FY 2026 Agency/

SUC Budget Proposals

*RDC Secretariat, NEDA Caraga*

3:25 - 3:50 Open Forum

3:50 Closing Remarks

*OIC-Director Gemima A. Olam, CESO IV*

NEDA Caraga

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*Emcee/Moderator: Ms. Katherine Mae O. Tacubao*

BMS I, DBM Caraga

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