



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

DIVISION MEMORANDUM

No. 465 s. 2026

**DEADLINE OF SUBMISSION OF WORK AND FINANCIAL PLAN (WFP)
FY 2027**

To: Assistant Schools Division Superintendent
School Heads
Assistant School Heads
Accountant III
Budget Officer
Accountant I
Administrative Officers II
Senior Bookkeepers
Disbursing Officers
Administrative Assistant II
Accounting Personnel
Budget Personnel
All Others Concerned

1. Following the conduct of the Seminar-Workshop on the Preparation of Work and Financial Plan (WFP) FY 2027, the Schools Division Office of Bataan, through the Finance Unit, announces the deadlines for the submission of the Work and Financial Plan (WFP) FY 2027 and the accompanying Budget Execution Documents (BEDs) FY 2027 in accordance with Department of Budget and Management (DBM) Circular Letter No. 2016-6 dated October 27, 2016.
2. To ensure systematic collection, review, and consolidation, all concerned schools and offices shall submit their finalized WFP FY 2027 on or before the following scheduled deadlines per batch:
 - **Batch 1:** October 12, 2026
(Dinalupihan West, Hermosa, and Morong Districts)
 - **Batch 2:** September 28, 2026
(Bagac, Dinalupihan East, Pilar, and Samal Districts)
 - **Batch 3:** September 29, 2026
(Abucay, Limay, and Orion Districts)
 - **Batch 4:** September 29, 2026
(Mariveles and Orani Districts)



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3. All concerned schools shall submit a hard copy of the documents to the Records Unit of SDO Bataan and upload the soft copy directly to the official Google Drive link provided: <https://bit.ly/Work-and-Financial-Plan-FY-2027>
4. School Heads and designated finance officers are requested to review their submissions thoroughly to ensure alignment with their respective School Improvement Plans (SIP) and Annual Implementation Plans (AIP), as well as existing accounting and auditing rules and regulations.
5. Strict compliance with the set deadlines is highly expected for timely consolidation and submission.
6. Immediate dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

Encl.: As stated
References: As stated
To be included in the Perpetual Index
under the following subjects:
WORK AND FINANCIAL PLAN FY 2026

F2/Fs5



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"We Mould Heroes"

