



## Republic of the Philippines

## **OFFICE OF THE SECRETARY**

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**SPECIAL ORDER** 

No. <u>| 28</u> Series of 2025

SUBJECT

AUTHORITY TO CONDUCT THE FY 2025 PLAN AND BUDGET UTILIZATION REVIEW (PBUR), CY 2026 BUDGET EXECUTION

**DOCUMENTS (BEDS) PREPARATION, AND CY 2027 PLAN AND** 

**BUDGET PREPARATION (PBP) WORKSHOP** 

In the interest of service and to ensure the efficient and effective implementation of the Department's programs, projects, and activities, the following activities to be conducted are hereby authorized:

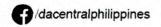
## **Activities and Schedules**

Activity	Schedule	No. of Participants	Objective
FY 2025 Plan and Budget Utilization			To review and assess the physical and financial
Review (PBUR)		60.0	performance of programs
1st Qtr. PBUR	April 2025	60 Pax	and projects, address
2 <sup>nd</sup> Qtr. PBUR	June 2025	65 Pax	bottlenecks, and ensure
3 <sup>rd</sup> Qtr. PBUR	October 2025	65 Pax	effective budget utilization.
4th Qtr. PBUR	December 2025	65 Pax	
CY 2026 Budget Execution Documents (BEDs) Preparation	September 2025	65 Pax	To prepare and finalize the Budget Execution Documents (BEDs) for CY 2026 in compliance with government budgeting guidelines and DBM requirements.
CY 2027 Plan and Budget Preparation (PBP)	October 2025	65 Pax	To craft the 4K Program plans and budget proposals for CY 2027, ensuring
Workshop			alignment with program priorities, sectoral needs, and stakeholder inputs.

## **Participants:**

The participants shall include personnel from the following offices:

National and Regional Program Management Offices (NPMO and RPMO)



- DA Central Offices:
- Office of the Secretary (OSEC)
- Office of the Undersecretary for Operations
- Special Projects Coordination and Management Assistance Division (SPCMAD)
- Planning and Programming Division (PPD)
- Investment and Planning Division (IPD)
- Budget Division
- Accounting Division
- Monitoring and Evaluation Division
- Other offices and units relevant to the activities as determined necessary.

The expenses to be incurred for the lease of venue, food and accommodation, transportation, and supplies and materials for these activities shall be charged against the DA 4K-NPMO fund, subject to the availability of funds and the usual government accounting and auditing rules and regulations.

The 4K National Program Management Office is tasked with the preparation, coordination, and facilitation of the above-mentioned activities. All concerned offices and personnel are directed to provide full cooperation and support to ensure the successful implementation of these activities.

This Order shall take effect immediately and shall be considered revoked upon the completion of these activities. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 22 nd day of January 2025.

By the Authority of the Secretary:

ALLAN Q UMALI

Underse retary for Administration (as per Special Order No. 618, Series of @2024)



DA-CO-OSEC-SO20250114-00059

