



Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
 Government Center, Candahug, Palo, Leyte  
**ISO 9001:2015 CERTIFIED**



January 16, 2020

**REGIONAL MEMORANDUM**No. **037**, s. 2020

**ONLINE SUBMISSION OF 2020 WORK AND FINANCIAL PLANS (WFPs) AT THE  
 PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

To: Schools Division Superintendents  
 All Others Concerned

1. As part of the continuing efforts in strengthening the monitoring system of DepEd on fund allocations to the Schools Division Offices (SDOs), this Office, through the Policy, Planning, and Research Division (PPRD) reminds all SDOs on the submission of their **2020 Work and Financial Plans (WFPs)** at the Program Management Information System (PMIS).
2. The WFP, which is extracted from the Annual Implementation Plan (AIP), is a printed document which needs to be approved prior to the implementation of programs and projects. Thus, it must be uploaded at the PMIS for online evaluation and approval.
3. Per DO 16, s. 2018, the two modes of plan execution are the Activity Request (AR) and Authority to Conduct (ATC). However, the creation of AR and ATC is only applicable if WFP is marked COMPLETED or approved.
4. Thus, it is imperative that the **SGOD Planning and Research Units** of all SDOs shall ensure the alignment of WFPs of the three operating units with the AIP to facilitate the verification and marking of completion by the PPRD.
5. Deadline of the online submission of the 2020 WFP at the PMIS is on or before **January 31, 2020**.
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO, EdD, CESO IV**  
 Director IV 

Enclosures: None

References: As stated

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

AIP PMIS SDO WFP



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS  
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