



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 22, 2020

**REGIONAL MEMORANDUM**

No. **386**, s. 2020

**WORKSHOP ON THE DEVELOPMENT OF 2021 ANNUAL IMPLEMENTATION PLAN (AIP)  
AND WORK AND FINANCIAL PLAN (WFP) AT THE SDO LEVEL**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), reminds all the 13 Schools Division Offices (SDOs) to conduct a **Workshop on the Development of 2021 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP)** within the month of **August 2020**.
2. The objectives of this activity are the following:
  - a. Synchronize the development of 2021 AIP and WFPs of all the 13 Schools Division Offices (SDOs) in the Region; and
  - b. Facilitate the on-time submission of the AIPs at the Regional Office (RO) to expedite the verification and approval of WFPs at the PMIS.
3. This activity shall be spearheaded by the heads of the three Operating Units of the SDOs – Office of the Schools/Assistant Schools Division Superintendent (OS/ASDS), School Governance Operations Division (SGOD), and Curriculum Implementation Division (CID).
4. All SDOs shall submit **clear soft copies of the approved 2021 AIP** to the RO through [pprd.region8@deped.gov.ph](mailto:pprd.region8@deped.gov.ph).
5. Only SDOs with approved 2021 AIPs will be prioritized in the verification and eventually in the marking of COMPLETED of their WFPs at the PMIS.
6. Attached is the schedule of activities relative to the development and submission of 2021 AIP and WFP. The said schedule must be followed in order to expedite the verification and completion/approval of WFPs at the PMIS under the following applicable budget line items:
  - a. General Management and Supervision (GASS),
  - b. Human Resource Development for Teaching, Teaching-Related, Non-Teaching and Other Personnel (HRTD), and



- c. Operations of Schools (Elementary – SMOOE K to 6, Junior High School – SMOOE 7 to 10, and Senior High School – SMOOE 11 to 12).
- 7. Expenses incurred relative to the conduct of this activity shall be charged against respective Local Funds, subject to the usual accounting and auditing rules and regulations.
- 8. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosures: Activity Matrix

References: None

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

AIP & WFP DEVELOPMENT PMIS SDOs SUBMISSION

PPRD-JLD



Enclosure No. 01 to Regional Memorandum No. **386**, s. 2020

**ACTIVITIES FOR THE DEVELOPMENT AND SUBMISSION OF 2021 ANNUAL IMPLEMENTATION PLAN (AIP) AND WORK AND FINANCIAL PLAN (WFP)**

Activities	Responsible Persons	Timeline
Development of 2021 AIP and WFP	All Operating Units of the SDOs	August 2020
Submission of 2021 AIP to the RO	All 13 SDOs	September 2020
Uploading and submission of WFPs to PMIS under the following applicable budget line items: <ul style="list-style-type: none"> <li>- GASS</li> <li>- HRTD</li> <li>- SMOOE (Kto6, 7to10, 11to12)</li> </ul>	AIP/WFP Focal Persons of the following Operating Units: <ul style="list-style-type: none"> <li>- OSDS, SGOD, CID</li> <li>- OSDS, SGOD, CID</li> <li>- Budget Officers</li> </ul>	1 <sup>st</sup> and 2 <sup>nd</sup> Week of October
Verification and Marking COMPLETED of WFPs at the PMIS under the following applicable budget line items: <ul style="list-style-type: none"> <li>- GASS (OSDS, SGOD, CID)</li> <li>- HRTD (OSDS, SGOD, CID)</li> <li>- SMOOE (Kto6, 7to10, 11to12)</li> </ul>	RO PMIS Focal Person PPRD Staff	3 <sup>rd</sup> Week of October and onwards  Upon submission of WFPs at the PMIS and availability of the approved 2021 AIP