



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

May 24, 2021

REGIONAL MEMORANDUM

No. **290**, s. 2021

**RE-ORIENTATION ON ANNUAL IMPLEMENTATION PLAN (AIP),
WORK AND FINANCIAL PLAN (WFP), AND PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS)**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), shall conduct a Three-day Re-orientation on the Annual Implementation Plan (AIP), Work and Financial Plan (WFP), and Program Management Information System (PMIS) every afternoon, 1:00 to 5:00 PM, on June 2-4, 2021 via Google Meet.
2. This activity aims to:
 - a. orient the participants on strategic plan formulation;
 - b. recalibrate the Division personnel on the basics of AIP and WFP;
 - c. reorient the participants on PMIS pursuant to DepEd Order No. 11, s. 2021; and
 - d. clarify issues and concerns relative to procedures on AIP, WFP, and PMIS.
3. The expected participants from the Schools Division Offices (SDOs) are the following:
 - ✓ School Governance and Operations Division (SGOD) Chiefs
 - ✓ Senior Education Program Specialist (SEPS) for M&E
 - ✓ SEPS for Planning and Research
 - ✓ Planning Officer
4. For the Regional Office, the following are the expected participants to meet at the PPRD Conference Room:

Regional Office Division	Expected Participant/s
Quality Assurance Division	Sonny Tayum, Jimmy Gula
Finance Division	Gary Calipayan
Administrative Division	Laura Paglinawan
Policy Planning & Research Division	Isidro Catubig, Teodorico Pelino, Mark Gallano, Marcelina Villamor, Janice Delopere, Fanny Melchor



5. Relative to this, all Schools Division Superintendents (SDS) are requested to ensure prioritization and participation of the abovementioned personnel to this activity. The expected participants shall confirm their attendance through bit.ly/plan8pax on or before June 1, 2021. The meeting link will only be sent to the email addresses of the confirmed participants.
6. Expenses incurred relative to the conduct of the activity such as 3 lunches and 6 snacks of Regional Office participants shall be charged to PPRD Training Funds, subject to the usual government accounting and auditing rules and regulations. The schedule of activities is attached for reference.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director ✕

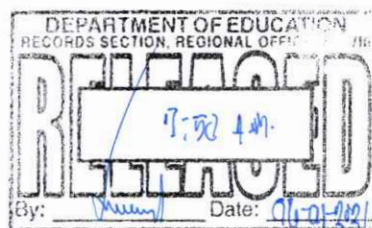
Enclosures: Schedule of Activities

References: As stated

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

AIP PMIS WFP

PPRD-MBG



Enclosure to Regional Memorandum No. _____, s. 2021

**Reorientation on AIP, WFP, and PMIS
SCHEDULE OF ACTIVITIES**

June 2, Wednesday

Time	Activity / Topic	Person in-charge
1:00 – 2:00	Opening Activities	PPRD
2:00 – 3:00	Planning and Budgeting Strategic Plan Overview	Dr. Isidro Catubig
3:00 – 4:00	Annual Planning and Commitment Review	Mr. Mark Gallano
4:00 – 5:00	Basic Concepts on AIP Crafting	Dr. Teodorico Pelino

June 3, Thursday

Time	Activity / Topic	Person in-charge
1:00 – 2:00	Preparing the Expenditure Matrix	Dr. Teodorico Pelino
2:00 – 3:00	Uploading of the WFP	Dr. Teodorico Pelino
3:00 – 4:00	DepEd Order No. 11, s. 2021: Guidelines on the Operationalization of PMIS	Mr. Mark Gallano
4:00 – 5:00	Basic How To of PMIS and its Enhancements	Mr. Mark Gallano

June 4, Friday

Time	Activity / Topic	Person in-charge
1:00 – 2:00	Demonstration of crafting the AIP, uploading the WFP, and operationalizing the PMIS	Mr. Mark Gallano
2:00 – 3:00	Guided Virtual Workshop	Mr. Mark Gallano
3:00 – 4:00	2022 Planning Process	Dr. Isidro Catubig
4:00 – 5:00	Ways Forwards / Closing Activities	PPRD