



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

---

July 14, 2021

**OFFICE MEMORANDUM**

No. **000321**. 2021

To: Chief of the Policy, Planning, and Research Division (PPRD)  
PPRD Staff  
All Others Concerned

**QUARTERLY REVISITING AND ADJUSTMENT OF 2021 ANNUAL IMPLEMENTATION  
PLAN (AIP), WORK AND FINANCIAL PLAN (WFP), AND PROJECT  
PROCUREMENT MANAGEMENT PLAN (PPMP)**

1. The Policy, Planning, and Research Division (PPRD) shall conduct its Quarterly Revisiting and Adjustment of 2021 Annual Implementation Plan (AIP), Work and Financial Plan (WFP), and Project Procurement Management Plan (PPMP) on July 21, 2021 at the PPRD Conference Room, DepEd 8, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
  - a. review and adjust the PPRD's 2021 AIP for the 3<sup>rd</sup> Quarter;
  - b. enhance the 2021 AIP, WFP, and PPMP reflecting the additional budget allocation; and
  - c. discuss other related concerns to better improve the unit performance.
3. The participants to this activity are the PPRD Chief, Education Program Supervisor, Senior Education Program Specialist, Education Program Specialist II, Planning Officer III, Administrative Officer II, Statistician I, and Administrative Assistant I.
4. Since the Office is still following the Skeletal Work Arrangement on the said schedule, the participants who are scheduled to report to the Office shall attend the activity physically on the said scheduled date and venue while those who are on a Work-from-home arrangement may join the activity via Zoom.
5. The expenses for food (lunch and a.m. and p.m. snacks) and other incidental expenses shall be charged against PPRD Funds, subject to the existing accounting and auditing rules and regulations.



Government Center, Candahug, Palo, Leyte  
(053) 832-2997 | [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
**ISO 9001:2015 Certified**

DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 2



6. Immediate dissemination and compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director 

PPRD-TCPJ

