



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

July 26, 2021

REGIONAL MEMORANDUM

No. **000404**s. 2021

**WORKSHOP ON THE DEVELOPMENT OF 2022 ANNUAL IMPLEMENTATION PLANS
(AIPs) AND WORK AND FINANCIAL PLANS (WFPs)**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), shall conduct the Workshop on the Development of 2022 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) from August 4-27, 2021 via Zoom through the link: <https://bit.ly/314aq2M>.
2. The activity aims to:
 - a. discuss and clarify issues and concerns relative to procedures on AIP and WFP development; and
 - b. develop the 2022 AIPs and WFPs of SDO Implementing Units for on-time submission.
3. The participants to this activity are the Schools Division Superintendents (SDSs), Assistant Schools Division Superintendents (ASDSs), Chiefs of Schools Governance and Operations Division (SGOD) and Curriculum and Implementation Division (CID), Senior Education Program Specialists (SEPS) for Planning & Research, Planning Officers, Budget Officers, and PPRD Personnel.
4. All participants are required to prepare laptops and soft copies of the 2021 AIP and WFP. Attached is the Timeline of Activities and Activity Matrix, for reference. For confirmation of attendance, please send an accomplished Confirmation Letter on or before August 4, 2021 to pprd.region8@deped.gov.ph cc teodorico.pelino@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Enclosures: As stated

References: 2021 AIP and WFP

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

ANNUAL IMPLEMENTATION PLAN WORK AND FINANCIAL PLAN

PPRD-TCPJ



Enclosure No. 1 to Regional Memorandum No. 000404, s. 2021

Workshop on the Development of 2022 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP)

TIMELINE OF ACTIVITIES AND ACTIVITY MATRIX

Date/Time	Activity	Person In-charge/Facilitator
August 4, 2021		
09:00 a.m.	Opening Activities - Preliminaries - Acknowledgement of Participants and Statement of Purpose - Messages	Dr. Isidro C. Catubig, CESE Dr. Bebiano I. Sentillas, CESO V Dr. Ma. Gemma Mercado Ledesma
10:00 a.m.	Basic Inputs on AIP Crafting	Dr. Teodorico C. Pelino Jr.
10:30 a.m.	Health Break	
10:45 a.m.	Issues and Concerns Relative to Procedures on AIP and WFP and Workshop Mechanics	Dr. Isidro C. Catubig, CESE
1:00 p.m.	Additional Inputs	Mr. Mark Lito G. Gallano Mr. Gary Jay Calipayan Dr. Jimmy G. Gula
August 5 & 6, 2021		
	Remote Workshop on the Development of the 2022 AIPs and WFPs by SDO	SDSs, ASDSs, SGOD and CID Chiefs, POs, and BOs
August 9 & 10, 2021		
09:00 a.m.	Presentation of 2022 AIPs and WFPs	
	August 9 Baybay City Borongan City Catbalogan Leyte No. Samar Samar Tacloban City	August 10 Biliran Calbayog City E. Samar Maasin City Ormoc City So. Leyte
		SDSs, ASDSs, SGOD and CID Chiefs, POs, BOs, and PPRD Personnel
August 11-13, 2021		
	Finalization of AIPs and WFPs by SDO	SDSs, ASDSs, SGOD and CID Chiefs, POs, and BOs
August 16, 2021		
	Submission of soft copies of Draft AIPs & WFPs	SDSs, ASDSs, SGOD and CID Chiefs, POs, and BOs
August 27, 2021		
	Submission of Signed/Approved 2022 AIPs and WFPs	SDSs, ASDSs, SGOD and CID Chiefs, POs, and BOs

Enclosure No. **2** to Regional Memorandum No. _____, s. 2021

CONFIRMATION LETTER

Ma. Gemma Mercado Ledesma

Regional Director
DepEd Regional Office VIII
Candahug, Palo, Leyte

Ma'am:

May I respectfully submit the Confirmed Participants to the **Workshop on the Development of 2022 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP)** from August 4-27, 2021 via Zoom.

Name	Designation	Email address	Signature
	SDS		
	ASDS		
	SGOD Chief		
	CID Chief		
	SEPS-PR		
	Planning Officer		
	Budget Officer		

Very truly yours,

Schools Division Superintendent