



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

October 8, 2021

**OFFICE MEMORANDUM**

No. **000513**s. 2021

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

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

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), Project Procurement Management Plan (PPMP) on October 13, 2021 at the PPRD Conference Room, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
  - a. review and adjust the PPRD's 2021 AIP for the 4<sup>th</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, Planning Officer III, Education Program Specialist II, Administrative Officer II, Statistician I, and Administrative Assistant I.
4. 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.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director ✓

PPRD-TCPJ



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