



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

May 2, 2022

REGIONAL MEMORANDUM

No. **424**, s. 2022

REMINDERS ON THE QUARTERLY REVIEW, ADJUSTMENTS, AND REPORTING OF PROGRAM MANAGEMENT IMPLEMENTATION PLAN (PMIS)-RELATED PLANS

To: Assistant Regional Director
 Schools Division Superintendents
 Regional Office Division Chiefs
 Curriculum Implementation Division Chiefs
 School Governance and Operations Division Chiefs
 All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2021, this Office, through the Policy, Planning, and Research Division (PPRD), reminds all implementing units and responsible offices on the Quarterly Review, Adjustments, and Reporting of Program Management Implementation Plan (PMIS)-related Plans.

2. All operating units shall follow the timeline of the quarterly review and adjustment of Annual Implementation Plan (AIP), Work and Financial Plan (WFP), and Project Procurement Management Plan (PPMP) to wit:

- a. Review and adjustment of AIP and WFP, if necessary – within 10 working days after the conduct of the Monitoring, Evaluation, and Adjustment (MEA);
- b. Submission of the adjusted WFPs and PPMPs to be reviewed by PPRD and Finance Division for the Regional Office or Planning and Research Section (PRS) and Finance Section/Unit for the Schools Division Offices – three working days upon submission;
- c. Approval of the adjusted AIP – every quarter of the succeeding month within five working days after the review of the submitted WFP and PPMPs; and
- d. Submission of the approved adjusted AIP to PPRD/PRS – within two working days after its approval.

2. During the 1st Quarter Fiscal Year 2022 Progress Monitoring and Reporting, there were implementation arrangement gaps that have been observed regarding PMIS utilization. Hence, to ensure an efficient monitoring and reporting of strategic and budget plans, the concerned Units and Offices are reminded on the following implementation arrangements/processes:



- a. align the activity title and budgetary allocation encoded in WFP to the ones actually reflected in AIP;
 - b. reflect in AIP and then indicate in WFP the activities with travel expenses;
 - c. prepare and attach Activity Request (AR) or Authority to Conduct (ATC) upon submission of procurement documents to be evaluated by the Finance Division/Section;
 - d. report the physical accomplishments within the timeline – every end of the quarter or before the fifth working day of the succeeding month or real time; and
 - e. justify/rationalize in the Remarks Column of WFP/Quarterly Physical and Financial Accomplishments all non-accomplished or accomplishments beyond/over the actual targets.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: None

References: D.O. 11, s. 2021; Q1 FY 2022 RMEA/DMEA Reports

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

AIP PMIS PPMP REMINDERS WFP

PPRD-TCPJ

