



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

June 27, 2022

**OFFICE MEMORANDUM**

No. **352**, s. 2022

**MID-YEAR WORKSHOP ON THE REVISITING AND ADJUSTMENT OF 2022 ANNUAL IMPLEMENTATION PLAN (AIP) AND UPDATING OF WORK AND FINANCIAL PLAN (WFP) AT THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

To: Assistant Regional Director  
 Regional Office Division Chiefs  
 Section/Unit Heads  
 All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), shall conduct the Mid-Year Workshop on the Revisiting and Adjustment of 2022 Annual Implementation Plan (AIP) and Updating of Work and Financial Plan (WFP) at the Program Management Information System (PMIS) on July 12, 2022, at the RTTC Hall, RELC NEAP 8, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
  - a. review the 2022 AIP and WFP;
  - b. report WFP accomplishments at PMIS; and
  - c. provide inputs and clarify issues and concerns relative to procedures on AIP, WFP, and PMIS.
3. The participants in this activity are listed below:

Office/Participants	No. of Participant
Regional Director	1
- ICT Unit	1
- Legal Unit	1
- Public Affairs Unit	1
- BAC	1
Assistant Regional Director	2
Administrative Division (Chief and SAO)	2
- Asset Management Section	1
- Cash Section	1

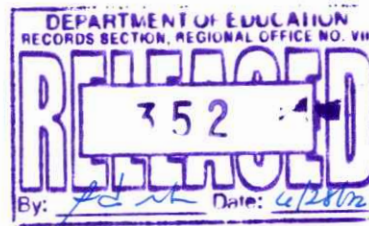


- General Services Unit	1
- Payroll Services Unit	1
- Personnel Section	1
- Records Section	1
Finance Division (Chief and SAO)	2
- Budget Section	1
- Accounting Section	1
Policy, Planning, and Research Division (Chief, EPS, and Staff)	8
Curriculum and Learning Management Division (Chief and EPS)	2
- Learning Resource Management Section	1
Education Support and Services Division (Chief and PDO IV)	2
- Health and Nutrition Section	1
- Physical Facilities Section	1
- Special Programs and Projects Section	1
Field Technical Assistance Division (Chief and EPS)	2
Human Resource Development Division (Chief, EPS)	3
- Dormitory	1
- NEAP	1
Quality Assurance Division (Chief and EPS)	3
Total	45

4. All participants are required to bring/prepare laptops and soft and hard copies of 2022 AIP and WFP. Attached is the Activity Matrix, for reference.
5. The expenses for food (one lunch and two snacks) and other incidental expenses shall be charged against PPRD Local Fund, subject to the existing accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

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

PPRD-TCPJ



Enclosure to OM 352, s. 2022

**MID-YEAR WORKSHOP ON THE REVISITING AND ADJUSTMENT  
OF 2022 AIP AND UPDATING OF WFP AT THE PMIS  
JULY 12, 2022**

**ACTIVITY MATRIX**

<b>Time</b>	<b>Activity</b>	<b>Person In-charge</b>
08:30 a.m.	Opening Activities - Preliminaries - Acknowledgement of Participants/ Activity Background - Opening Message	Dr. Rita R. Dimakiling  Dr. Evelyn R. Fetalvero
09:00 a.m.	Inputs on the enhanced PMIS modules	Mr. Mark Lito B. Gallano
10:00 a.m.	Inputs on AIP/WFP	Dr. Teodorico C. Peliño Jr.
11:00 a.m.	Inputs on expenditure matrix	Mr. Clark Dave P. Arante
12:00 a.m.	Lunch	
01:00 p.m.	Review and presentation of updated 2022 AIP by office	PPRD Staff and FD Chiefs
02:00 p.m.	Updating of WFP at PMIS by office	FD's WFP Focal Person/Chief
03:00 p.m.	Presentation of adjustments at the PMIS	FD's WFP Focal Person/Chief
04:00 p.m.	Closing Activities - Closing message - Next Steps/Ways Forward	Bebiano I. Sentillas Dr. Rita R. Dimakiling

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