



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

May 10, 2023

OFFICE MEMORANDUM

PPRD-2023- 273

**WORKSHOP ON THE DEVELOPMENT OF THE 2024
WORK AND FINANCIAL PLANS**

To: Director III
Regional Functional Division Chiefs
Section/Unit Heads
All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2021 or the Guidelines on the Operationalization of the Program Management Information System, this Office, through the Policy, Planning, and Research Division (PPRD) and in coordination with Finance Division (FD), shall conduct the Workshop on the Development of the 2024 Work and Financial Plan (WFPs) on July 19-20, 2023, at the RELC NEAP Training Hall, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
 - a) develop the 2023 WFPs of the Regional Functional Divisions including the Office of the Regional Director;
 - b) ensure alignment of the annual plan with the Version 3 Office Functions, 2023-2028 Regional Education Development Plan (REDP), and MATATAG Basic Education Agenda;
 - c) outline the activities to be undertaken, indicators, major deliverables and milestones, schedule and duration, and the budgetary requirements; and
 - d) guarantee an effective, efficient, and systematic preparation and management of plans and programs and utilization of budgets.

3. The expected number of participants per office in this activity are listed below:

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



- Personnel Section	1
- Procurement Unit	1
- Records Section	1
Finance Division (Chief and SAO)	2
- Budget Section	1
- Accounting Section	1
Policy, Planning, and Research Division	8
Curriculum and Learning Mngt. Div. (Chief and EPS)	2
- Learning Resource Management Section	1
Educ. Support and Services Div. (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, 2 EPS)	3
- Dormitory	1
- NEAP in the Region	1
Quality Assurance Division (Chief and 2 EPSs)	3
Total	45

4. The WFP focal persons are required to bring laptops and prepare the electronic and printout copies of their previous/current WFPs as workshop inputs. Attached are the Activity Matrix and Calendar of Activities, for reference.

5. The expenses for food (lunch and a.m. and p.m. snacks), venue rental, and other incidental expenses shall be charged against PPRD Local Funds, 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 *rw*

Enclosures: As stated

References: As stated

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

BUDGET
 PLAN
 PROGRAMS
 PROJECTS

PPRD-TCPJ



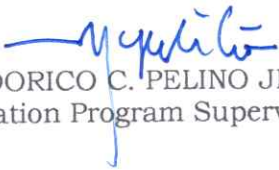
Enclosure 1 to Office Memorandum PPRD-2023- 273

Workshop on the Development of 2024 Work and Financial Plans
July 19-20, 2023

ACTIVITY MATRIX

Time	Activities	Person-in-charge
Day 1. July 19, 2023		
09:00 a.m.	Opening Program <ul style="list-style-type: none"> • Preliminaries • Presentation of Participants and Activity Background • Opening Message 	Dr. Rita R. Dimakiling Dr. Evelyn R. Fetalvero
09:30 a.m.	Basics on WFP Crafting	Mr. Mark B. Gallano
10:30 a.m.	Outputs and Activities under Administration and Performance Management	Dr. Rita R. Dimakiling
11:00 a.m.	Breakout Workshop	RFD Chiefs
12:00 p.m.	Lunch	
01:00 p.m.	Mapping of Outputs and Activities Based on the REDP and MATATAG Basic Educ. Agenda	Dr. Teodorico C. Peliño Jr.
03:00 p.m.	Breakout Workshop	RFD Chiefs
Day 2. July 20, 2023		
09:00 a.m.	Preliminaries and Recapitulation	
09:30 a.m.	Presentation of Outputs	RFD Chiefs
03:00 p.m.	Closing Program <ul style="list-style-type: none"> - Closing message - Next Steps/Ways Forward 	Dr. Ronelo Al K. Firmo Dr. Rita R. Dimakiling
Dr. Teodorico C. Peliño Jr. Program Host		


Prepared by:


TEODORICO C. PELINO JR. EdD
Education Program Supervisor

Noted:


RITA R. DIMAKILING PhD
Chief Education Supervisor

Approved:


EVELYN R. FETALVERO, CESO IV
Regional Director



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

