



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

July 11, 2023

**OFFICE MEMORANDUM**

PPRD-2023- **423**

**CORRIGENDUM AND ADDENDUM TO OFFICE  
 MEMORANDUM NO. 273, SERIES 2023**

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

1. With reference to Office Memorandum Nos. 273 and 384, s. 2023, this Office, through the Policy, Planning, and Research Division (PPRD), announces a change of the title of the activity as follows:

**Workshop on the Development of the 2024 Work and Financial Plan (WFPs)  
 and Revisiting, Adjustment, and Updating of 2023 WFPs at the Program  
 Management Information System (PMIS)**

2. The following are additional activity objectives:
- review the 2023 WFPs;
  - report WFP accomplishments at PMIS; and
  - provide inputs and clarify issues and concerns relative to the operationalization of the PMIS.
3. The session title of Mr. Mark Lito B. Gallano, Planning Officer III, based on the Activity Matrix in the mentioned Memorandum shall updated as "The Review on the Basics of WFP Crafting and Inputs on the Revisiting, Adjustment, and Updating of 2023 EFPs."
4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosures: Office Memorandum No. 384, s. 2023

References: As stated

To be indicated in the Perpetual Index under the following subjects  
 BUDGET      PLAN      PROGRAMS      PROJECTS

PPRD-TCPJ





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

Enclosures: As stated

References: As stated

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

BUDGET  
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PPRD-TCPJ

273  
 5/12/23



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"> <li>• Preliminaries</li> <li>• Presentation of Participants and Activity Background</li> <li>• Opening Message</li> </ul> | Dr. Rita R. Dimakiling<br>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"> <li>- Closing message</li> <li>- Next Steps/Ways Forward</li> </ul>   | Dr. Ronelo Al K. Firmo<br>Dr. Rita R. Dimakiling  |
| Dr. Teodorico C. Peliño Jr.<br>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



Enclosure 2 to Office Memorandum PPRD-2023-

270

Today July 2023

| Month | Sun | Mon  | Tue | Wed | Thu | Fri | Sat | Sun |
|-------|-----|--|-----|-----|-----|-----|-----|-----|
| 1     |     | Finance Division Monthly Reporting   |     |     |     |     |     |     |
| 2     |     | Regional Mid-Year Workshop on the Preparation, Reconciliation, and Submission of CY 2023 Financial and Budgetary Reports |     |     |     |     |     |     |
| 3     |     | [FTAD] Regional Division-Based Coaching on the Revised SBM Framework APAT - Sub  |     |     |     |     |     |     |
| 4     |     | [FTAD] Regional Division-Based Coaching on the Revised SBM Framework APAT - Lev  |     |     |     |     |     |     |
| 5     |     | [PPRD] Personal Conferen   |     |     |     |     |     |     |
| 6     |     |  |     |     |     |     |     |     |
| 7     |     |  |     |     |     |     |     |     |
| 8     |     |  |     |     |     |     |     |     |
| 9     |     |  |     |     |     |     |     |     |
| 10    |     |  |     |     |     |     |     |     |
| 11    |     |  |     |     |     |     |     |     |
| 12    |     |  |     |     |     |     |     |     |
| 13    |     |  |     |     |     |     |     |     |
| 14    |     |  |     |     |     |     |     |     |
| 15    |     |  |     |     |     |     |     |     |
| 16    |     |  |     |     |     |     |     |     |
| 17    |     |  |     |     |     |     |     |     |
| 18    |     |  |     |     |     |     |     |     |
| 19    |     |  |     |     |     |     |     |     |
| 20    |     |  |     |     |     |     |     |     |
| 21    |     |  |     |     |     |     |     |     |
| 22    |     |  |     |     |     |     |     |     |
| 23    |     |  |     |     |     |     |     |     |
| 24    |     |  |     |     |     |     |     |     |
| 25    |     |  |     |     |     |     |     |     |
| 26    |     |  |     |     |     |     |     |     |
| 27    |     |  |     |     |     |     |     |     |
| 28    |     |  |     |     |     |     |     |     |
| 29    |     |  |     |     |     |     |     |     |
| 30    |     |  |     |     |     |     |     |     |
| 31    |     |  |     |     |     |     |     |     |

Month: July 2023

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

June 22, 2023

**OFFICE MEMORANDUM**PPRD-2023- **384****RESETTING OF THE 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. With reference to Office Memorandum PPRD-2023-273, due to conflicting schedules of activities, this Office, through the Policy, Planning, and Research Division (PPRD) and in coordination with Finance Division (FD), announces the resetting of the Workshop on the Development of the 2024 Work and Financial Plans (WFPs) from July 19-20, 2023 to July 13-14, 2023.
2. Immediate dissemination of this Memorandum is desired.

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

Enclosures: Office Memorandum PPRD-2023-273

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