



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

January 9, 2024

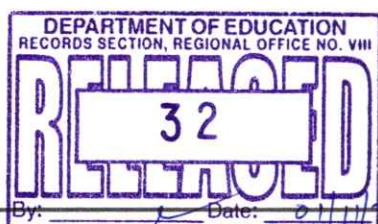
REGIONAL MEMORANDUM

No. **32** s.2024

**ONLINE REQUESTS TO VERIFY WORK AND FINANCIAL PLANS
OF OPERATING UNITS AT THE SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
All Others Concerned

1. In support of the Department's commitments to the operationalization of the Program Management Information System (PMIS) per DepEd Order No. 11, s.2021, this Office, through the Policy, Planning, and Research Division (PPRD), deploys this online mechanism for requesting to verify and mark as Complete the Work and Financial Plans (WFPs) of the Operating Units (OU) of the Schools Division Offices (SDOs).
2. Starting this year, all owners and focal persons of Programs and Projects (PAPs) with allocated program support funds (PSF) in the PMIS shall immediately upload a WFP and ensure the completion of tagged Program Procurement Management Plans (PPMP) and Common-used Supplies and Equipment (CSE). Once the planning unit of the SDO has reviewed the completeness of the WFP, PPMP, and CSE, the PAP owner or focal person shall now request verification from PPRD.
3. All requests for verification and marking as Complete of WFPs of PSFs for PAPs downloaded to SDOs shall be done through an online request form found through bit.ly/verifymyWFP. While checking the status of the requests shall be available for viewing at bit.ly/statusofmyWFP. All reverted WFPs shall be revised according to the findings of PPRD and submitted as a new request. Procurement for activities shall only commence once WFPs are marked as Complete.
4. Funds and allocations for General Appropriations and Operating Expenses of the OUs are exempted from this rule, where signed and approved copies of the WFP shall still be submitted via email to pprd.region8@deped.gov.ph after every post-planning session in August.
5. For inquiries and other concerns, email PPRD at pprd.region@deped.gov.ph cc mark.gallano002@deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.




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Enclosures: None

References: As stated

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

PROGRAM SUPPORT FUNDS

WORK AND FINANCIAL PLAN

PPRD-MBG

