



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

May 27, 2020

OFFICE MEMORANDUM

No. **197**, 2020

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

**MID-YEAR WORKSHOP ON THE REVISITING AND ADJUSTMENT
 OF 2020 AIP AND WFP ACCOMPLISHMENT REPORTING AT PMIS**

1. This Office, through the Policy, Planning, and Research Division (PPRD), shall conduct a **Mid-Year Workshop on the Revisiting and Adjustment of 2020 AIP and WFP Accomplishment Reporting at PMIS** on **June 22-25, 2020** at **NEAP 8, Training Hall 1, Government Center, Candahug, Palo, Leyte**.
2. The objectives of the activity are as follows:
 - 2.1 Review the RBEP and 2020 AIP;
 - 2.2 Report WFP Accomplishments at PMIS;
 - 2.3 Craft 2020 Contingency Plan for each Functional Division; and
 - 2.4 Other matters.
3. The participants to this activity are listed below:

June 22-23		
RD	-	1
- ICT	-	1
- Legal Unit	-	1
- Public Affairs Unit	-	1
- BAC	-	1
ARD	-	1
AD Chief	SAO	2
- Asset Management Section	-	1
- Cash Section	-	1
- General Services Unit	-	1
- Payroll Services Unit	-	1



- Personnel Section	-	1
- Records Section	-	1
FD Chief	SAO	2
- Budget Division	BOIII, Accountant III	3
PPRD Chief	EPS, PPRD Staff	4
Total		23

June 24-25		
CLMD Chief	EPS, LRMS Head	3
ESSD Chief	PDO IV, Medical Officer IV	3
FTAD Chief	EPS	2
HRDD Chief	EPS, Dorm Manager	3
PPRD Chief	EPS, PPRD Staff	4
QAD Chief	EPS	2
Total		19

4. All participants are required to bring laptops and soft copies of 2020 AIPs and are reminded to strictly observe social distancing and to wear face masks at all times.
5. Meals and snacks will be provided for and shall be charged to PPRD Training Fund, subject to the usual government accounting and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


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 Director IV

PPRD-JLD