



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

July 22, 2020

OFFICE MEMORANDUM

No. **286**, s. 2020

To: Chiefs of the Regional Functional Divisions
Unit/Section Heads
All Others Concerned

TWO-DAY WORKSHOP ON THE DEVELOPMENT OF 2021 ANNUAL IMPLEMENTATION PLAN (AIP) AND WORK AND FINANCIAL PLAN (WFP) OF RO DIVISION OFFICES

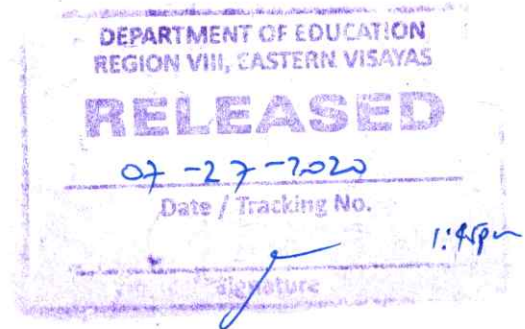
1. This Office, through the Policy, Planning, and Research Division (PPRD) in coordination with the Finance Division (FD) and Quality Assurance Division (QAD), will conduct a two-day **Workshop on the Development of 2021 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) of ORD/OARD and RO Divisions** on **August 24-25, 2020 at the RELC-NEAP 8 Training Halls, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.**
2. This activity aims to facilitate the preparation of the 2021 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) of all functional divisions, units, and sections in the region.
3. The participants to this activity are listed in the attached enclosures. No proxy is allowed.
4. All participants are reminded to strictly observe physical distancing and to wear face masks at all times. They are also required to bring laptops and necessary data/reports relevant to the development of the 2021 AIP and WFP.
5. Each functional division/unit/section is advised to conduct a consultative meeting at its level relative to its 2021 AIP and WFP, prior to this workshop.
6. The attached confirmation slip shall be accomplished and submitted on or before **August 17, 2020** to the PPRD Office.
7. Expenses incurred relative to the conduct of this activity such as 2 lunches and 4 snacks and venue rental shall be charged against PPRD Training Fund, subject to the usual accounting and auditing rules and regulations.



8. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

PPRD-JLD



Enclosure No. 01 to the Office Memorandum No. _____, s. 2020

TWO-DAY WORKSHOP ON THE DEVELOPMENT OF 2021 ANNUAL IMPLEMENTATION PLAN (AIP) AND WORK AND FINANCIAL PLAN (WFP) OF RO DIVISION OFFICES
Group 1 Venue: RELC Training Hall

RO Chief	AIP Focal Person	WFP Focal Person	Total
<i>Office of the Regional Director</i>			
Dr. Ramir B. Uytico, CESO IV	Queennielyn C. Yu	Queennielyn C. Yu	2
- <i>ICT</i>	Jim Albert A. Lagado	Jim Albert A. Lagado	1
- <i>Legal Unit</i>	Atty. Eleanor C. Calumpiano	John E. Dacatimbang	2
- <i>Public Affairs Unit</i>	Jasmin F. Calzita	Floramay Q. Bacus	2
<i>Office of the Assistant Regional Director</i>			
Arnulfo M. Balane, CESOV	Marcelo P. Sacay	Marcelo P. Sacay	2
<i>Administrative Division</i>			
Mercedes D. Sarmiento	Mercedes D. Sarmiento	Janice C. Delopere	2
- <i>Asset Management Section</i>	Elizabeth E. Caboboy	Randolph John Murry L. Catalla	2
- <i>Cash Section</i>	Russel L. Resco	Josephine L. Tajarros	2
- <i>General Services Unit</i>	Apple T. Reyes	Linaflor I. Tajo	2
- <i>Payroll Services Unit</i>	Nerio Clenton R. Areglado	Nerio Clenton R. Areglado	1
- <i>Personnel Section</i>	Eva D. Rosales	Janice C. Delopere	1
- <i>Records Section</i>	Ariem V. Cinco	Iris N. Cordeta	2
Management Support Staff			2
Overall Total			23

Enclosure No. 02 to the Office Memorandum No. _____, s. 2020

TWO-DAY WORKSHOP ON THE DEVELOPMENT OF 2021 ANNUAL IMPLEMENTATION PLAN (AIP) AND WORK AND FINANCIAL PLAN (WFP) OF RO DIVISION OFFICES
Group 2 Venue: NEAP 8 Training Hall

RO Chief	AIP Focal Person	WFP Focal Person	Total
<i>Curriculum Learning Management Division</i>			
Dr. Rosemarie M. Guino	Dr. Gertrudes C. Mabutin	Dr. Gertrudes C. Mabutin	2
<i>Education Support Services Division</i>			
Cesar P. Verunque	Emmanuel P. Firmo Jr.	Emmanuel P. Firmo Jr.	2
<i>Finance Division</i>			
Alma E. Suyom	Leonardo A. Cordova	Gary Jay N. Calipayan	3
<i>Field Technical Assistance Division</i>			
Dr. Alejandrito L. Yman	Geraldine M. Mangaliman	Annalyn B. Lim	3
<i>Human Resource Development Division</i>			
Dr. Harvie D. Villamor	Dr. Dandy G. Acuin	Clark Dave P. Arante	3
<i>Policy, Planning, & Research Division</i>			
Dr. Isidro C. Catubig	Dr. John L. Delorino	Dr. John L. Delorino	2
<i>Quality Assurance Division</i>			
Dr. Rita R. Dimakiling	Dr. Jimmy G. Gula	Dr. Jimmy G. Gula	2
Management Support Staff			2
Overall Total			19

Enclosure No. 03 to the Office Memorandum No. _____, s. 2020

CONFIRMATION LETTER

RAMIR B. UYTICO, EdD, CESO IV
Director IV
DepEd Region VIII
Candahug, Palo, Leyte

Sir:

May I respectfully submit the List of our Confirmed Participants to the **TWO-DAY WORKSHOP ON THE DEVELOPMENT OF 2021 ANNUAL IMPLEMENTATION PLAN (AIP) AND WORK AND FINANCIAL PLAN (WFP) OF RO DIVISION OFFICES** on August 24-25, 2020 at RELC and NEAP Training Halls, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.

NAME	POSITION	SIGNATURE

Very truly yours,

Chief, _____