



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

October 14, 2020

**OFFICE MEMORANDUM**

No. **408**, s. 2020

To: Chiefs of the Regional Functional Divisions  
All Others Concerned

**SUBMISSION OF APPROVED 2021 ANNUAL IMPLEMENTATION PLAN (AIP)  
AND WORK AND FINANCIAL PLAN (WFP) AT THE PROGRAM  
MANAGEMENT INFORMATION SYSTEM (PMIS)**

1. To monitor the status of programs and projects implementation, all Regional Functional Divisions are required to **submit their Approved 2021 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) at the Program Management System (PMIS) on or before October 23, 2020.**
2. Each Regional Functional Division shall submit **two hard copies** of the approved 2021 AIP for the Policy, Planning and Research Division (PPRD) and for the Quality Assurance Division (QAD).
3. It must be noted that the approved 2021 AIP submitted to PPRD shall be used as basis in verifying the submitted WFPs at the PMIS. **Thus, no submitted approved 2021 AIP indicates no verification of the WFPs at the PMIS.**
4. All Regional Functional Divisions are advised to notify PPRD through e-mail to [pprd.region8@deped.gov.ph](mailto:pprd.region8@deped.gov.ph) upon submission of WFPs for verification at the PMIS after having been checked by respective Division Chiefs.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

PPRD-JLD

*for:*  
**RAMIR B. UYTICO EDD, CESO IV**  
Director IV

