



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

July 9, 2021

**OFFICE MEMORANDUM**

No. **312**, s. 2021

**MID-YEAR WORKSHOP ON THE REVISITING AND ADJUSTMENT OF 2021 ANNUAL IMPLEMENTATION PLAN (AIP) AND UPDATING OF WORK AND FINANCIAL PLAN (WFP) AT THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

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

1. This Office, through the Policy, Planning, and Research Division (PPRD), shall conduct a Mid-Year Workshop on the Revisiting and Adjustment of 2021 Annual Implementation Plan (AIP) and Updating of Work and Financial Plan (WFP) at the Program Management Information System (PMIS) on July 14-15, 2021 at RELC-NEAP Training Hall, NEAP 8, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
  - a. review the 2021 AIP and WFP;
  - b. report WFP accomplishments at PMIS;
  - c. clarify issues and concerns relative to procedures on AIP, WFP, and PMIS; and
  - d. provide technical assistance to the focal persons of AIP and WFP.
3. The participants to this activity are listed below:

Office/Participants	No. of Participant
Regional Director	1
- ICT Unit	1
- Legal Unit	1
- Public Affairs Unit	1
- BAC	1
Assistant Regional Director	1
Administrative Division (Chief and SAO)	2
- Asset Management Section	1
- Cash Section	1
- General Services Unit	1



Government Center, Candahug, Palo, Leyte  
(053) 832-2997 | region8@deped.gov.ph  
**ISO 9001:2015 Certified**

DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 3



- Payroll Services Unit	1
- Personnel Section	1
- Records Section	1
Finance Division (Chief and SAO)	2
- Budget Section	1
- Accounting Section	1
Policy, Planning, and Research Division (Chief, EPS, and Staff)	8
Curriculum and Learning Management Division (Chief and EPS)	2
- Learning Resource Management Section	1
Education Support and Services Division (Chief and PDO II/IV)	2
- Health and Nutrition Section	1
Field Technical Assistance Division (Chief and EPS)	2
Human Resource Development Division (Chief, ESP)	2
- Dormitory	1
- NEAP	1
Quality Assurance Division (Chief and EPS)	2
Total	40

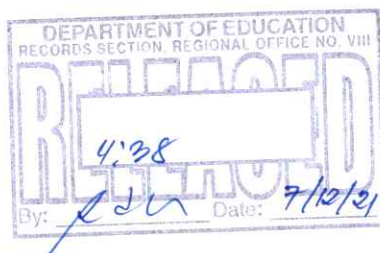
4. Since the Office is still following the Skeletal Work Arrangement on the said schedule, the participants who are scheduled to report to the Office shall attend the activity physically on the said scheduled dates and venue while those who are on a Work-from-home arrangement may join the activity via Google Meet. All participants are required to bring/prepare laptops and soft and hard copies of 2021 AIP and WFP. Attached is the Activity Matrix, 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 Training Fund, subject to the existing accounting and auditing rules and regulations.

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

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

PPRD-TCPJ



Enclosure to RM \_\_\_\_\_, s. 2021

**Mid-Year Workshop on the Revisiting and Adjustment  
of 2021 AIP and Updating of WFP at the PMIS  
ACTIVITY MATRIX**

Date/Time	Activity	Person In-charge/Facilitator
<b>DAY 1 July 14, 2021</b>		
09:00 a.m.	Opening Activities <ul style="list-style-type: none"> <li>- Preliminaries</li> <li>- Acknowledgement of Participants and Statement of Purpose</li> <li>- Messages</li> </ul>	Dr. Isidro C. Catubig  Dr. Bebiano I. Sentillas, CESO V Dr. Ma. Gemma Mercado Ledesma
10:00 a.m.	Review of AIP and WFP and Issues and Concerns Relative to the Procedures on AIP and WFP	Dr. Isidro C. Catubig, CESE
11:00 a.m.	Review of the 2021 AIP	Dr. Teodorico C. Peliño Jr.
12:00 a.m.	Lunch	
01:00 p.m.	Updating of the 2021 AIP by Office	Dr. Teodorico C. Peliño Jr.
04:00 p.m.	Presentation of the Updated 2021 AIP	PPRD Staff and FD Chiefs
<b>DAY 2 July 15, 2021</b>		
09:00 a.m.	Updating of WFP at PMIS by Office	Mr. Mark Gallano
01:00 p.m.	Presentation of Adjustments at PMIS	FD's WFP Focal Person/Chief
04:00 p.m.	Closing Activities <ul style="list-style-type: none"> <li>- Next Steps</li> </ul>	Dr. Isidro C. Catubig, CESE