



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

July 26, 2021

**OFFICE MEMORANDUM**

No. **000348**s. 2021

To: OIC-Assistant Regional Director  
Regional Office Division Chiefs  
Section/Unit Heads  
All Others Concerned

**WORKSHOP ON THE DEVELOPMENT OF 2022 ANNUAL IMPLEMENTATION PLAN (AIP)  
AND WORK AND FINANCIAL PLAN (WFP)**

1. This Office, through the Policy, Planning, and Research Division (PPRD), shall conduct the Workshop on the Development of 2022 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) on August 11-12, 2021 via Zoom through the link: <https://bit.ly/3xbq9j5>.
2. The activity aims to:
  - a. discuss and clarify issues and concerns relative to procedures in the development of AIP and WFP; and
  - b. develop the 2022 AIP and WFP.
3. The participants to this activity are listed below:

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

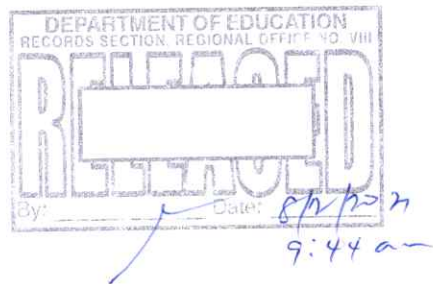


Finance Division (Chief and SAO)	2
- Budget Section (Regional Budget Officer)	1
- Accounting Section	1
Policy, Planning, and Research Division (Chief, EPS, and Staff)	8
Curriculum and Learning Management Division (Chief and EPS)	2
- Learning Resource Management Section	1
Education Support and Services 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
- NEAP	1
- Dormitory	1
Quality Assurance Division (Chief and EPS)	2
Total	42

4. All participants are required to bring/prepare laptops and soft copies of the AIP and WFP templates. Attached is the Activity Matrix, for reference.
5. The expenses for food (lunch and a.m. and p.m. snacks) 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 OM 000348, s. 2021

WORKSHOP ON THE DEVELOPMENT OF 2022 ANNUAL IMPLEMENTATION PLAN (AIP) AND WORK AND FINANCIAL PLAN (WFP)

**ACTIVITY MATRIX**

Date/Time	Activity	Person In-charge/Facilitator										
<b>DAY 1 August 11, 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, CESE  Dr. Bebiano I. Sentillas, CESO V Dr. Ma. Gemma Mercado Ledesma										
10:00 a.m.	Basic Inputs on AIP Crafting	Dr. Teodorico C. Pelino Jr.										
10:30 a.m.	Health Break											
10:30 a.m.	Issues and Concerns Relative to Procedures on AIP, WFP, and PPMP and Agreements on the Inclusion of Unified Activities/Outputs under Unit Performance	Dr. Isidro C. Catubig, CESE										
12:00 p.m.	Lunch											
01:00 p.m.	Development of the 2022 AIP and WFP by Office	RD, ARD, Chiefs, and Section/Unit Heads										
<b>DAY 2 August 12, 2021</b>												
09:00 a.m.	Presentation of 2022 AIP (15 minutes only) <table border="1" style="margin-left: 20px; width: 100%;"> <tr> <td>1. PPRD</td> <td>5. QAD</td> </tr> <tr> <td>2. FTAD</td> <td>6. CLMD</td> </tr> <tr> <td>3. HRDD</td> <td>7. ESSD</td> </tr> <tr> <td>4. FD</td> <td>8. ADMIN</td> </tr> <tr> <td></td> <td>9. Sections and Units</td> </tr> </table>	1. PPRD	5. QAD	2. FTAD	6. CLMD	3. HRDD	7. ESSD	4. FD	8. ADMIN		9. Sections and Units	
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	9. Sections and Units											
12:00 p.m.	Lunch											
01:00 p.m.	Development of WFP and PPMP by Office	RD, ARD, Chiefs, and Section/Unit Heads										
04:00 p.m.	Closing Activities <ul style="list-style-type: none"> <li>- Next Steps</li> <li>- Closing Prayer</li> </ul>	Dr. Isidro C. Catubig, CESE										