



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

April 25, 2022

**OFFICE MEMORANDUM**

No. **233**, s. 2022

**QUARTERLY REVIEW AND ADJUSTMENT OF 2022 ANNUAL IMPLEMENTATION PLAN (AIP), WORK AND FINANCIAL PLAN (WFP), AND PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

To: Assistant Regional Director  
 Regional Office Division Chiefs  
 Unit and Section Heads  
 All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2021, this Office, through the Policy, Planning, and Research Division (PPRD), reminds all Regional Office Divisions, Units, and Sections on the timeline of the Quarterly Review and Adjustment of Annual Implementation Plan (AIP), Work and Financial Plan (WFP), and Project Procurement Management Plan (PPMP) to wit:
  - a. Review and adjustment of AIP and WFP, if necessary – within 10 working days after the conduct of the Regional Monitoring, Evaluation, and Adjustment (RMEA);
  - b. Submission of the adjusted WFPs and PPMPs to PPRD and Finance Division for review – three working days upon submission;
  - c. Approval of the adjusted AIP – every quarter of the succeeding month within five working days after the review of the submitted WFP and PPMPs; and
  - d. Submission of the approved adjusted AIP to PPRD – within two working days after its approval.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

PPRD-TCPJ

