



10845

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

August 1, 2022

OFFICE MEMORANDUMNo. **431**, s. 2022

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

**WORKSHOP ON THE DEVELOPMENT OF THE 2023
WORK AND FINANCIAL PLAN (WFP)**

1. To ensure the effective, efficient, and systematic preparation and management of plans and programs and utilization of budgets, this Office, through the Policy, Planning, and Research Division (PPRD), shall conduct the **Workshop on the Development of the 2023 Work and Financial Plan (WFP)** on August 15, 2022, 8:30 a.m., at the RELC NEAP, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
 - a) finalize and present the 2023 WFPs of the Regional Office Divisions including the Office of the Regional Director; and
 - b) conduct triangulation/validation of the WFPs in terms of physical, financial, and procurement requirements.
3. The expected number of participants per office in 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	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	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 IV)	2
- Health and Nutrition Section	1
- Physical Facilities Section	1
- Special Programs and Projects Section	1
Field Technical Assistance Division (Chief and EPS)	2
Human Resource Development Division (Chief, EPS)	3
- Dormitory	1
- NEAP	1
Quality Assurance Division (Chief and EPS)	3
Total	45

4. The WFP focal persons are required to bring/prepare laptops and the soft and 3 printout copies of their draft/proposed 2023 WFPs. 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 Local Funds, subject to the existing accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

PPRD-TCPJ



Enclosure to OM 431, s. 2022

**WORKSHOP ON THE DEVELOPMENT OF 2023 WORK AND FINANCIAL PLAN (WFP)
ACTIVITY MATRIX**

Time	Activity	Person In-charge
08:30 a.m.	Opening Activities - Preliminaries - Presentation of Participants/ Activity Background - Opening Message	Dr. Rita R. Dimakiling Dr. Evelyn R. Fetalvero
09:00 a.m.	Finalization of 2023 WFPs per Office	WFP Focal Persons
10:00 a.m.	Presentation and Validation of WFPs Order of Presentation: 1. ADMIN 5. FTAD 2. CLMD 6. HRDD 3. ESSD 7. ORD 4. FD 8. PPRD 9. QAD	Presenters: Chiefs/WFP In-charge Validators: PPRD, FD, BAC Moderator: Mr. Mark Lito B. Gallano
12:00 a.m.	Lunch	
01:00 p.m.	Continuation of Presentation and Validation of WFPs	
04:00 p.m.	Closing Activities - Closing message - Next Steps/Ways Forward Dr. Teodorico C. Peliño Jr. Program Host	Dr. Bebiano I. Sentillas Dr. Rita R. Dimakiling

PPRD-TCPJ