



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

October 13, 2023

OFFICE MEMORANDUM

PPRD-2023- **639**

**WORKSHOP ON THE FINALIZATION OF THE WORK AND FINANCIAL PLANS
AND CALENDARIZATION OF THE ACTIVITIES FOR FISCAL YEAR 2024**

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

1. Pursuant to Office Memoranda Nos. PPRD-2023-273 and 280 on the Development of FY 2024 Work and Financial Plans, this Office, through the Policy, Planning, and Research Division (PPRD), shall conduct a workshop on the Finalization of the Work and Financial Plans (WFPs) and Calendarization of the Activities for FY 2024 on November 7, 2023, at the R-NEAP Hall 1, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. This activity aims to:
 - a) Revisit and revise the 2024 WFPs of the Functional Divisions, including the Office of the Regional Director, relative to the newly implemented rates of the R-NEAP, per Regional Memorandum No. 1005, s. 2023; and
 - b) Finalize and agree upon the prioritization and calendarization of approved FY 2024 activities.
3. The expected participants in this activity are the Chiefs, Section/Unit Heads, WFP Focal Persons, and/or Program Focal Persons, to wit:

<i>Office</i>	<i>No. of Participants</i>
ORD, OARD, LU, ICTU, PAU	4
Administrative Division	3
Curriculum and Learning Management Division	5
Education Support Services Division	3
Field Technical Assistance Division	2
Finance Division	3
Human Resource Development Division	3
Policy, Planning, and Research Division	4
Quality Assurance Division	2
<i>Total</i>	<i>30</i>

4. Each office should make a list of their activities, especially those that involve personnel from the RO and SDOs as participants, and their corresponding tentative timelines.



5. Prior to the calendarization, all offices shall conduct a final review of their draft 2024 WFPs and adjust their budgeting relative to the new R-NEAP rates and submit the final copy of their Expenditure Matix for approval through this link: bit.ly/ro8wfp24.
6. The expenses for meals (lunch and snacks), venue rental, and other incidental expenses shall be charged against OARD Local Funds, subject to the existing accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects:

BUDGET
PLANS
PROGRAMS
PROJECTS

PPRD-MBG

