



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

May 27, 2024

OFFICE MEMORANDUM

PPRD-2024- **267**

**WORKSHOP ON THE DEVELOPMENT OF THE
 2025 WORK AND FINANCIAL PLANS**

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

1. Pursuant to DepEd Order No. 11, s. 2021, re: Guidelines on the Operationalization of the Program Management Information System (PMIS), this Office, through the Policy, Planning, and Research Division (PPRD), shall conduct the Workshop on the Development of the 2025 Work and Financial Plan (WFPs) on July 2-3, 2024, at the RELC NEAP Training Hall 2, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.

2. This activity aims to:
- a) develop the 2025 WFPs of the Regional Office Functional Divisions;
 - b) ensure alignment of the WFPs with the Version 3 Compendium of the Office Functions, 2023-2028 Regional Education Development Plan (REDP), and MATATAG Basic Education Agenda;
 - c) outline the activities to be undertaken, indicators, major deliverables and milestones, schedule and duration, and the budgetary requirements; and
 - d) guarantee an effective, efficient, and systematic preparation and management of plans and programs, and utilization of budgets.

3. The expected number of participants per office in this activity are listed below:

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



- Accounting Section	1
- Budget Section	1
Policy, Planning, and Research Division	8
Curriculum and Learning Management Division (Chief and 2 EPS)	3
- Learning Resource Management Section	1
Education Support Services Division (Chief)	1
- School Health Section (MO IV and ND I)	2
- Special Programs and Projects Section (PDO IV and PDO II)	2
- Physical Facilities Section	1
Field Technical Assistance Division (Chief and EPS)	2
Human Resource Development Division (Chief and EPS)	2
- NEAP in the Region	1
- Dormitory	1
Quality Assurance Division (Chief and 2 EPSs)	3
Total	45

4. The WFP focal persons are required to bring laptops and prepare the electronic and printout copies of their previous/current WFPs as workshop inputs. The Activity Matrix is attached for reference.

5. The expenses for food (lunch and 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 *ER*

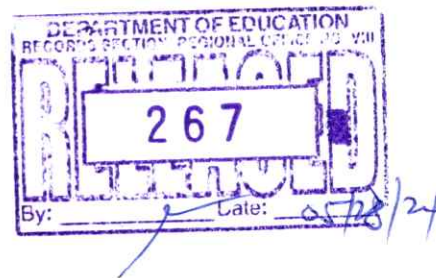
Enclosures: As stated

References: As stated

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

BUDGET PLAN PROGRAMS PROJECTS

PPRD-MBG



Enclosure 1 to Office Memorandum PPRD-2024- 267

Workshop on the Development of 2025 Work and Financial Plans
July 2-3, 2024 | RELC NEAP Training Hall 2

ACTIVITY MATRIX

Time	Activities	Person-in-charge
Day 1		
09:00 a.m.	Opening Program - Preliminaries - Presentation of Participants and Activity Background - Opening Message	Dr. Rita Dimakiling Dr. Evelyn Fetalvero
09:30 a.m.	2025 MOOE Allocation per Office	Mr. Gary Calipayan
10:00 a.m.	Review on the Basics of WFP (Common WFP Issues)	Mr. Mark Gallano
11:00 a.m.	Mapping of 2025 Committed Outputs and Activities based on the REDP and MATATAG Agenda	Dr. Rex Briones
12:00 p.m.	Lunch	
01:00 p.m.	Breakout Workshop	Chiefs
Day 2		
09:00 a.m.	Preliminaries and Recapitulation	
09:30 a.m.	Presentation of 2025 WFPs	Chiefs
12:00 p.m.	Lunch	
01:00 p.m.	Continuation of Presentations	Chiefs
03:00 p.m.	Harmonization of 2025 Calendar of Activities	Chiefs
04:00 p.m.	Closing Program - Next Steps/Ways Forward - Closing Message	Dr. Rita Dimakiling Dr. Ronelo Al Firmo