



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

October 11, 2024

**REGIONAL MEMORANDUM**

No. **1216** s. 2024

**SUBMISSION OF THE 2025 WORK AND FINANCIAL PLANS  
OF THE SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), requires the submission of the 2025 GASS MOOE Work and Financial Plans (WFP) of the three functional divisions (Office of the Schools Division Superintendent, Curriculum Implementation Division, and Schools Governance and Operations Division) of the Schools Division Offices (SDO) **on or before November 8, 2024**.
2. The 2025 GASS MOOE WFPs of the SDOs must:
  - a) align to the compendium of office functions Version 3;
  - b) include both funded and non-funded activities, as stated in paragraph 2b of Regional Memorandum No. 976, s. 2022;
  - c) observe the guidelines in crafting annual operational plans, specifically on the outputs, activities, indicators, procurements, targets, and obligation and disbursement schedules; and
  - d) be complete with PPMP and CSE as required by DepEd Order No. 11, s. 2021.
3. Schools Division Superintendents must ensure accuracy and completeness of the submitted plans. Scanned copies of the vetted and approved WFPs shall be submitted through email to **pprd.region8@deped.gov.ph** with an endorsement or transmittal. The status of the WFPs in the Program Management Information System (PMIS) should be "WFP for Verification" before PPRD marks the WFPs as Completed.
4. Additionally, SMOOE Kto6, 7to10, and 11to12, must be allocated in the PMIS and submitted for verification on the same deadline.
5. Immediate dissemination of and compliance with this Memorandum are desired.

*ff*  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosure: As stated

References: None

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

PROGRAM MANAGEMENT INFORMATION SYSTEM

PPRD-MBG



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph



Enclosure to Regional Memorandum No. 1216, s. 2024

**Submitted 2025 Work and Financial Plans**  
*as of October 11, 2024*

Division	SDO MOOE			School MOOE		
	OSDS	CID	SGOD	Kto6	7to10	11to12
Baybay City	✓	✓	✓			
Biliran						
Borongan City						
Calbayog City						
Catbalogan City						
Eastern Samar						
Leyte				✓	✓	✓
Maasin City				✓	✓	✓
Northern Samar						
Ormoc City						
Samar (Western)						
Southern Leyte						
Tacloban City	✓	✓	✓			

*Note:* Deadline is on or before November 8, 2024.