



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

February 27, 2025

**OFFICE MEMORANDUM**

PPRD-2025- **105**

**PRE-PLANNING WORKSHOP ON THE DEVELOPMENT  
OF THE 2026 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 or the Guidelines on the Operationalization of the Program Management Information System (PMIS), this Office, through the Policy, Planning, and Research Division (PPRD), shall conduct a Pre-Planning Workshop on the Development of the 2026 Work and Financial Plans (WFPs) on March 18, 2025, at the RELC NEAP Hall 2, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. This activity aims to:
  - a) develop the 2026 WFPs of the Regional Office Divisions;
  - b) ensure alignment of the WFPs with the Version 3 of the Office Functions, 2023-2028 Regional Education Development Plan (REDP), and 5-Point Basic Education Agenda; and
  - c) guarantee and effective, efficient, and systematic preparation and management of plans and 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 5 EPS)	6
- Learning Resource Management Section	1
Education Support Services Division (Chief)	1
- School Health Section (MO IV and ND I)	1
- Special Programs and Projects Section (PDO IV and 1 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
Quality Assurance Division (Chief and EPS)	2
Total	45

4. The WFP focal persons are required to bring laptops.
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 III**  
 Regional Director

Enclosures: As stated

References: As stated

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

BUDGET    PLAN    PROGRAMS    PROJECTS

PPRD-MBG

