



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

February 17, 2025

**REGIONAL MEMORANDUM**

No. **163** s. 2025

**CALENDAR OF ACTIVITIES OF POLICY, PLANNING, AND  
RESEARCH DIVISION FOR FISCAL YEAR 2025**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division, announces the planned activities for calendar year 2025.
2. The different activities to be conducted are as follows:

Activities	Schedule	Number of Participants	Remarks
Finalization of the Strategies for Mapping Out-of-School Children and Youth in Region VIII	February 25-26, 2025	30	30 Pax x 2,000 (board and lodging) X 2 Days = 120,000
Pre-Planning Workshop on the Development of 2026 WFPs of RO Divisions	March 4, 2025	45	45 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day + 8,000 Venue Rental = 35,000
1 <sup>st</sup> Quarter Internal Program Implementation Review (PIR) of PPRD-cum-Review of Operations Manual	March 21, 2025	8	8 Pax x 400 (lunch only) = 3,200
Annual Performance Review Conference for 2025-cum-1 <sup>st</sup> Quarter Performance Management Team Meeting	March 24, 2025	15	15 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day = 9,600
Workshop on the Annual Review of the REDP 2023-2028	March 29, 2025	45	45 Pax x 600 Food (Lunch, AM/PM

			Snacks) x 1 Day + 8,000 Venue Rental = 35,000
Workshop on the Review of National Policies and Regional Issuances/Guidelines	May 8-10 , 2025	35	35 pax x 4500 (board and lodging) (3 days and 2 nights- First Meal AM Snacks Day 1; Last Meal Lunch Day 3)
2 <sup>nd</sup> Quarter Internal Program Implementation Review (PIR) of PPRD-cum-Review of Operations Manual	May 30, 2025	8	8 Pax x 400 (lunch only) = 3,200
Midyear Performance Review and Evaluation of OPCRFs- cum-2 <sup>nd</sup> Quarter Performance Management Team Meeting	June 30, 2025	15	15 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day= 9,000
Midyear Planning and Research Programs Implementation Review	July 10-11	34	34 Pax x 2,600 (2D1N board and lodging) = 88,400
Post-Planning Workshop on the Development of 2026 WFPs of RO Divisions	March 4, 2025	45	45 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day + 8,000 Venue Rental = 35,000
Presentation, Validation, and Triangulation of 2026 WFPs of RO Divisions	August 13, 2025	24	24 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day + 8,000 Venue Rental = 22,400
Screening of Entries for the EVBIF	August 27-28, 2025	30	30 Pax x 2,600 2D1N Board and Lodging = 78,000
3 <sup>rd</sup> Quarter Internal Program Implementation Review (PIR) of	September 12, 2025	8	8 Pax x 400 (lunch only) = 3,200

Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph



PPRD-cum-Review of Operations Manual			
Eastern Visayas Basic Education Research and Innovation Forum (EVBERIF)	September 25-26, 2025	123	123 Pax x 2 Days x 600 (Lunch and Snacks) + 20 Pax x 2600 2D1N Board and Lodging + 30,400 Honorarium + 20,000 Plaques = 250,000
3 <sup>rd</sup> Quarter Performance Management Team (PMT) Meeting	September 29, 2025	15	15 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day = 9,000
Screening of Research Papers for 2026 BERF Funding	October 16-17, 2025	30	30 Pax x 2,600 2D1N Board and Lodging = 78,000
4th Quarter Internal Program Implementation Review (PIR) of PPRD-cum-Review of Operations Manual	December 18, 2025	8	8 Pax x 400 (lunch only) = 3,200
Performance Review and Evaluation-cum-4 <sup>th</sup> Quarter Performance Management Team Meeting	December 29, 2025	15	15 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day = 9,000

3. Any changes to the schedule of activities, number of participants, or other specific details will be promptly communicated through an official memorandum.

4. Expenses incurred relative to the conduct of these activities shall be charged against local fund, subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.

**EVELYN R. FETALVERO, CESO III**

Regional Director

Enclosures: Early Registration Monitoring Tool

References: As stated

To be indicated in the Perpetual Index under the following subjects:  
CALENDAR OF ACTIVITIES

PPRD-RCB

