



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

January 13, 2026

**REGIONAL MEMORANDUM**

No. **61** s. 2026

**CALENDAR OF ACTIVITIES OF POLICY, PLANNING, AND  
RESEARCH DIVISION FOR FISCAL YEAR 2026**

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 2026.

2. The different activities to be conducted are as follows:

Activities	Schedule	Number of Participants	Remarks
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	January 06, 2026	8	Regular activity to ensure coordination, alignment, and timely implementation of division deliverables. No funding needed.
Conduct of Data Analysis on Basic Education Data Sets as Inputs to Strategic Planning and Budget Proposal Preparation	January 20, 2026	8	Provides data-based inputs for planning and budgeting. No funding needed.
Regional Performance Validation of Office Performance and Commitment Review Forms (OPCRF) OF Schools Division Offices	February 9-13, 2026	60	Regional Performance Validation Team (RPVT) are assigned to different Schools Division Offices.
First Quarter Internal Program Implementation Review (PIR) of PPRD-cum-Monthly Staff Meeting	February 16, 2026	8	8 Pax X P400 (lunch only) = 3,200



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Year-End Performance Review Conference for CY 2025-cum-1 <sup>st</sup> Quarter Performance Management Team Meeting	February 19, 2026	15	15 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day = 9,600
Virtual Orientation on the Submission of 2027 Plans and Budget Proposals and Workshop Preparation of the 2028 Plan and Budget Proposals	February 20, 2026	35	Virtual Orientation via MS Teams
Workshop on the Review and Alignment of the Regional Education Development Plan (REDP) to the Quality Basic Education Development Plan (QBED-P)	February 23-25, 2026	35	35 Pax X P600 Food (Lunch, AM/PM Snacks) X 3 Days = P63,000.00  8,000 Venue Rental X 3 Days = P24,000.00  Total: P87,000.00
Orientation of 2026 BERF Grantees on the Research Management Guidelines	February 26, 2026	50	50 Pax X P600.00 (Lunch, AM/PM Snacks) X 1 = P30,000  P15,000.00 Venue Rental  Total: P45,000.00
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	March 09, 2026	8	No budget allocation needed.
Year-End Planning and Research Programs Implementation Review	March 12-13, 2026	34	34 pax X 900.00 (breakfast, lunch, dinner, AM/PM snacks) X 2 days = P61, 200.00  1 venue at 8000.00 per day X 2 days = P16,000.00  26 pax at P600.00 per night for 1 night= P15,600.00  Total: P92,800.00

Workshop on the Alignment of DEDPs to QBEDP of Schools Division Offices	March 17-19, 2026	80	Ensures alignment of division plans with regional and national education priorities. Source of funds: Registration
Development and Posting of Research Bulletin for Quarter 1-cum-Evaluation and Compilation of BERF and Non-BERF Completed Researches.	March 24-27, 2026	3	Provides timely dissemination of research outputs for Quarter 1 via the official website. Does not require funding.
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	April 07, 2026	8	No budget allocation needed.
Workshop on the Review of National Policies and Regional Issuances/Guidelines-cum-Policy Implementation Feedback Analysis	May 5-7, 2026	35	35 pax X 1000 per day (breakfast, lunch, dinner, AM/PM snacks) X 3 days = P105,000.00  Venue Rental at 8000.00 per day X 3 days = P24,000.00  13 pax at P600 per night lodging X 2 nights = P15,600  Total: P144,600.00
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	May 11, 2026	8	No budget allocation needed.
Virtual Data Management Coordination and Technical Session with Planning Officers	May 15, 2026	13	No budget allocation needed.
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	June 08, 2026	8	No budget allocation needed.
Midyear Performance Review and Evaluation of OPCRFS-cum-2 <sup>nd</sup> Quarter Performance Management Team Meeting	June 15, 2026	15	15 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day= 9,000



Second Quarter Internal Program Implementation Review (PIR) of PPRD-cum-Review of Operations Manual	June 16, 2026	8	8 Pax x 400 (lunch only) = P3,200.00
Development and Posting of Research Bulletin for Quarter 2	June 23-26, 2026	3	No budget allocation needed.
Performance Commitment Review and Coaching of PPRD Personnel	June 29, 2026	8	No budget allocation needed.
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	July 06, 2026	8	No budget allocation needed.
Performance Commitment Review of PPRD Personnel	July 16, 2026	8	No budget allocation needed.
Screening of Entries for the EVBERIF	July 28-30, 2026	30	30 pax at 1000.00 per day X 3 days = P90,000.00  Venue Rental at 8000.00 per day X 3 days = P24,000.00  26 pax at 600.00 per night lodging X 2 nights = P31,200.00  Total: P145,200.00
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	August 10, 2026	8	No budget allocation needed.
Workshop on the Development of 2027 WFPs of Regional Office's Functional Divisions	August 13-14, 2026	45	45 pax X P600.00 (Lunch, AM/PM Snacks) X 2 days= P54,000.00  Venue Rental P8,000 X 2 days = P16,000.00  Total: 70,000.00

Midyear Planning and Research Programs Implementation Review	August 19-20, 2026		<p>34 pax X 900.00 (breakfast, lunch, dinner, AM/PM snacks) X 2 days = P61, 200.00</p> <p>1 venue at 8000.00 per day X 2 days = P16,000.00</p> <p>26 pax at P600.00 per night for 1 night= P15,600.00</p> <p>Total: P92,800.00</p>
Third Quarter Performance Management Team (PMT) Meeting	September 03, 2026	15	15 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day = 9,000
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	September 07, 2026	8	No budget allocation needed.
Third Quarter Internal Program Implementation Review (PIR) of PPRD-cum-Review of Operations Manual	September 10, 2026	8	8 Pax x 400 (lunch only) = 3,200
Eastern Visayas Basic Education Research and Innovation Forum (EVBBERIF)	September 17-18, 2026	125	<p>4 pax X P7500.00 per speaker = P30,000.00</p> <p>26 pcs plaques at 1000.00= P26,000.00</p> <p>Training supplies for EVBBERIF 2026= P15,000.00</p> <p>125pax at 1000 (food, board and lodging) X 2 days = P250,000.00</p> <p>Total: P321,000.00</p>
Development and Posting of Research Bulletin for Quarter 3 <sup>rd</sup> Quarter	September 22-25, 2026	8	No budget allocation needed.
Conduct of the Monthly Staff Meeting of the Policy,	October 05, 2026	8	No budget allocation needed.

Planning, and Research Division (PPRD)			
Virtual Orientation-Workshop on the Preparation of the 2027 BED2 of the Regional and Schools Division Offices	October 09, 2026	25	No budget allocation needed.
Development of Research and Innovation Journal-cum-Evaluation of and Compilation of BERF and Non-BERF Completed Research	October 27-30, 2026	3	No budget allocation needed.
Screening of Research Papers for 2026 BERF Funding	November 3-6, 2026	30	30 Pax x 2,600 2D1N Board and Lodging = 78,000
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	November 09, 2026	8	No budget allocation needed.
Virtual Workshop on the Crafting of Research Technical Assistance Plans based on Needs Assessment Result on Research	November 20, 2026	13	No budget allocation needed.
Performance Review and Evaluation-cum-4 <sup>th</sup> Quarter Performance Management Team Meeting	December 02, 2026	15	15 Pax x 600 Food (Lunch, AM/PM Snacks) x 1 Day = 9,000
Conduct of the Monthly Staff Meeting of the Policy, Planning, and Research Division (PPRD)	December 07, 2026	8	No budget allocation needed.
Fourth Quarter Internal Program Implementation Review (PIR) of PPRD-cum-Review of Operations Manual	December 18, 2026	8	8 Pax x 400 (lunch only) = 3,200

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.

**RONEL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosures: None

References: As stated

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

CALENDAR OF ACTIVITIES

PPRD-MSM

