



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

August 13, 2026

OFFICE MEMORANDUM
PPRD-2026- **402**

**REVISED SCHEDULE OF THE WORKSHOP ON THE DEVELOPMENT OF
THE 2027 WORK AND FINANCIAL PLANS**

To: All Regional Functional Division Chiefs
All Others Concerned

1. In reference to Office Memorandum No. 395, s. 2026, titled "Workshop on the Development of the 2027 Work and Financial Plans," this Office announces the revised schedule of the said activity, which was originally scheduled on August 25–26, 2026 and shall instead be conducted on **August 19–20, 2026**, at RELC-NEAP HALL 2, DepEd Regional Office VIII, Candahug, Palo, Leyte.

2. The objectives of the activity are the following:

- develop Work and Financial Plans (WFPs) for all functional divisions based on their allocated budgets in the PMIS;
- submit all drafted WFPs for thorough quality assurance and executive review;
- align all 2027 programs, projects, and activities with strategic organizational goals

3. The participants to this activity are the following:

Office	No. of Pax
Office of the Regional Director - Proper	2
- ICT Unit	1
- Legal Unit	1
- Public Affairs Unit	1
- BAC	1
Assistant Regional Director	2
Administrative Division (Chief & SAO)	2
- Asset Management Section	1
- Cash Section	1
- General Service Unit	1
- Payroll Service Unit	1
- Personnel Section	1
- Records Section	1
Curriculum and Learning Management Division (Chief & EPS)	3

- Learning Resource Management Section	1
- Alternative Learning System	1
Education Support Services Division (Chief)	1
- Health and Nutrition Section	1
- Physical Facilities Section	1
- Special Programs and Projects Section	1
- Delivery Unit	1
Field Technical Assistance Division (Chief & EPS)	2
Finance Division (Chief & SAO)	2
- Budget Section	1
- Accounting Section	1
Human Resource Development Division (Chief & EPS)	2
- NEAP-RELC	1
Policy, Planning, and Research Division (Chief, EPSs, and Staff)	7
Quality Assurance Division (Chief & EPS)	3
Total	45

4. Participants are required to bring their laptops and ensure they have access to their respective office PMIS login credentials, including usernames and passwords.

5. The expenses for meals, venue rental, and other incidental expenses shall be charged against the PPRD Local Funds, subject to the existing accounting and auditing rules and regulations.

6. Immediate dissemination of and compliance with this memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

PPRD-HNC



Enclosure 1 to Office Memorandum No. _____, s. 2026

**ACTIVITY MATRIX FOR THE WORKSHOP ON THE DEVELOPMENT
OF THE 2027 WORK AND FINANCIAL PLANS**

Time	Topic	Person Responsible
Day 1 – August 19, 2026		
8:30am-9:00am	Arrival and Registration	All participants
9:01am-9:30am	Preliminaries	PPRD
9:31am-10:30am	Topic 1: Brief Orientation on WFP, and Functions of PMIS	Ms. Hydelyn N. Cinco PO III, PPRD
10:31am-11:30am	Topic 2: Navigating the PMIS (process owner's perspective)	Ms. Janice C. Delopere AO II, PPRD
11:31am-12:00pm	Common Issues and Challenges experienced in the PMIS	Ms. Hydelyn N. Cinco PO III, PPRD
12:01pm-1:00pm	Lunch Break	
1:01pm-3:30pm	Workshop-Proper: Creation of WFPs per Functional Division	All Participants
3:31pm-5:00pm	Presentation and Critiquing of WFPs	All Participants
Day 2 – August 20, 2026		
8:30am-12:00pm	Continuation of Presentation and Critiquing of WFPs per FDs	All participants
12:01pm-1:00pm	Lunch Break	
1:01pm-3:30pm	Finalization and Submission of WFPs	All Participants
3:31pm-4:00pm	Closing Program	PPRD