



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

August 26, 2022

DIVISION MEMORANDUM
NO. 419, S. 2022

TIMELINE FOR THE CRAFTING, FINALIZATION, AND SUBMISSION OF EDUCATION PLANS, ANNUAL IMPLEMENTATION PLAN, WORK AND FINANCIAL PLAN, PROJECT PROCUREMENT MANAGEMENT PLAN & ANNUAL PROCUREMENT PLAN

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
SECTION & UNIT HEADS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY SECONDARY SCHOOL HEADS
OTHERS CONCERNED PERSONNEL

1. This Office through the Planning & Research Section of SGOD announces the Timeline for the Crafting, Finalization, & Submission of Education Plans, Annual Implementation Plan with Work & Financial Plan, Project Procurement Management Plan & Annual Procurement Plan.
2. The following policy directives shall be revisited for guidance of all functional operating units, sections, and divisions in the crafting, finalization, and communication of the concerned physical, financial and procurement plans:
 - a. DepEd Order 24, s. 2022 "Guidance on the Preparation & Crafting of the DEDP, alignment of other educational plans to the Basic Education Development Plan"
 - b. DepEd Order 44, s. 2015 "Guidance on the Preparation, Crafting, Finalization of School Improvement Plan"
 - c. DepEd Order 11, s. 2021 "Operationalization of Program Management Information System in all levels of Governance"
 - d. DepEd Order 29, s. 2022 "Adoption of the Basic Education Monitoring & Evaluation Framework"



RELEASED

8-31-22

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3. Level of Governance refers to Community Learning Centers, Schools, District Learning Centers, Functional Sections, Units, and Divisions.
4. Division Development Plan refers to a 6-year education development plan while, the schools have their School Improvement Plan, a 3-year education development plan. Both plans are mainly subscribed for the betterment and upliftment of the educational services and be responsive to the needs of the entire school-community.
5. Annual Implementation Plan, Work and Financial Plan, Program Procurement Management Plan & Annual Procurement Plan are the Physical, Financial and Procurement Plans of all the implementing units across all levels of governance.
6. The indicative timeline, activity and expected outputs/results are hereby indicated for guidance of all concerned:

Date	Activity	Expected Output/Result
October 12-14, 2022	2022-2028 DEDP Crafting & Finalization Workshop	Workshop Outputs and Inputs for the 2022-2028 DEDP
October 17-19, 2022	Crafting & Finalization of Functional Divisions 2023 Annual Implementation Plan, WFP, APP, & PPMP	Approved Functional Divisions 2023 Annual Implementation Plan, WFP, APP, & PPMP
October 10-31, 2022	Crafting of 2022-2025 School Improvement Plan, 2023 AIP, WFP, APP, & PPMP	Approved 2022-2025 SIP, 2023 School Annual Implementation Plan, WFP, APP, & PPMP
November 14-15, 2022	Submission to Planning & Research Section the approved & printed AIPs from 3 functional Divisions with the electronic copies uploaded to the designated google drive link.	Submitted to Planning & Research Section the approved & printed AIPs from 3 functional Divisions with the electronic copies uploaded to the designated google drive link.
November 29, 2022	Submission to Planning & Research Section the approved & printed AIPs from 60 Public Schools with the electronic copies uploaded to the designated google drive link.	Submitted to Planning & Research Section the approved & printed AIPs from 60 Public Schools with the electronic copies uploaded to the designated google drive link.
December 1, 2022	Printing & Submission of the final draft of 2022-2028 DEDP	Submitted to the Regional Office the electronic & printed copies of 2022-2028 DEDP

7. Obtaining approval and signatures shall be in conformity with Division Memorandum 065, s. 2021 "Revised signing authority in different levels of governance in the Schools Division of Tacloban City as compliance to RA 11032, otherwise known as "an Act Promoting Ease of Doing Business and Efficient Delivery of Government Services for the purpose of amending RA 9485, otherwise known as the "Anti-Red Tape Act Of 2007" and for other purposes.
8. A Separate Memorandum shall be issued by the respective end users as to the actual implementation of the herein stated activities inclusive the detail activity and budgetary matrices for procurement processes and requirements.
9. For Monitoring & Evaluation, Technical Assistance, and Quality Assurance of all expected outputs the following shall be designated as monitors:

Monitoring Team/ Office	Level of Governance
Education Program Specialist for ALS & PSDS DFACTs assigned to the 10 DLCs as per Division Memorandum No. 104, s. 2022	Community Learning Centers (ALS Centers) Schools
Planning & Research and Budget & Finance	Units & Sections
Planning & Research and M & E with the Division Chiefs and ASDS	Functional Divisions (CID, SGOD, & OSDS)

10. The designated Google Drive for the electronic & scanned copies of the outputs shall be deployed on or before November 7, 2022.
11. Travel Authority of the concerned personnel shall be prepared by the respective DFACTs.
12. Expenses incurred relative to the conduct of this activity shall be charged to division/school/local funds subject to accounting, procurement, and auditing rules and regulations.
13. For information, guidance, and compliance of all concerned.


MARIZA S. MAGAN, EdD, CESO V
Schools Division Superintendent

Reference: DepEd Order 24, s. 2022, DepEd Order 29, s. 2022, DepEd Order 11, s. 2021 & DepEd Order 44, s. 2015

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