




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

DIVISION MEMORANDUM

No. 533 s. 2022

DATE : October 12, 2022

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
ALL OTHERS CONCERNED

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

SUBJECT : CRAFTING & FORMULATION WORKSHOP ON THE DIVISION OFFICE
2023 ANNUAL IMPLEMENTATION PLAN (AIP),
WORK AND FINANCIAL PLAN (WFP) & PMIS ENCODING

1. An annual implementation plan is a plan which outline exactly how an office will reach their goals for the specific year. It also determines as to why, whom, what and how much shall be allocated for the planned activities.
2. In our synergized efforts to ensure the excellent implementation of all DepEd Programs, Projects and Activities and its utilization of designated funding as defined in DepEd Order 11, 2021 "Operationalization of the PMIS in all DepEd Levels of Governance", thus this Office through the Budget and Finance Unit the shall spearhead the **2-Day Crafting & Formulation of The Division Office 2023 Annual Implementation Plan, Work and Financial Plan and PMIS Encoding (LIVE-IN) on November 3-4, 2022**. Venue shall be announced later.
3. This workshop attains to realize the following:
 - Revisit the 2022 general performance on the physical and financial plans vis-à-vis with the actual accomplishments.
 - Thresh out issues and concerns basis for the sound and timely resolution to attain the objective of the workshop.
 - Craft the Division Office 2023 Annual Implementation Plan, Work and Financial Plan & PMIS Encoding.
 - Present and finalize the crafted AIP & WFP in the plenary for comments and enhancements.
 - Submit the final document to the approval of the Schools Division Superintendent.



Department of Education
SCHOOLS DIVISION OF TACLOBAN CITY
Address: DepEd Tacloban City
Real Street, Tacloban City 6500
Tel. No. (053) 321 8081
Email Add:


RELEASED
Date: 10/13/22
Time: 4:50
Signature: A

4. The participants of this workshop are the following (see attachment for specific listing):
 - a. Schools Division Superintendent and Assistant Schools Division Superintendent
 - b. Chief of CID; representatives from the EPS; representatives from PSDS
 - c. Chief of SGOD; Unit Heads of H&N, PRS, HRDD, M&E, SocMob, EFD
 - d. OSDS Unit Heads of IT, Admin, Records, Cash, Supply, HR, Accounting, Budget, Legal, BAC
 - e. Secretariat
5. Each Functional Division shall prepare the Travel Authority of their identified participants.
6. Provisions of Venue, Accommodation, Food, Transportation, Supplies and Materials, and other incidental expenses incurred relative to the conduct of this activity and shall be charged to Division MOOE, subject to accounting, procurement, and auditing rules and regulations.
7. For information, guidance, and compliance of all concerned.



ANNEX 1: LIST OF PARTICIPANTS

CRAFTING & FORMULATION WORKSHOP ON THE DIVISION OFFICE 2023 ANNUAL IMPLEMENTATION PLAN (AIP), WORK AND FINANCIAL PLAN (WFP) & PMIS ENCODING November 3-4, 2022

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

- | | |
|---------------------------------|--------------|
| 1. Mariza S. Magan | - SDS |
| 2. Edgar Y. Tenasas | - ASDS |
| 3. Ma. Carmela E. Torres | - IT |
| 4. Francisco Anchojas | - Admin |
| 5. Jenneth S. Lagunzad | - Supply |
| 6. Donald Jake Superable | - Records |
| 7. Nancy Aninao | - Cash |
| 8. Mardonio Macapugas | - HR |
| 9. Ma. Nessa L. Homeres | - Accounting |
| 10. Rodel R. Naval | - Budget |
| 11. Atty. Soccoro T. Pancipanci | - Legal |
| 12. Christian Noel Cabrigas | - BAC |

SCHOOL GOVERNANCE AND OPERATIONS DIVISION

- | | |
|----------------------------|----------------------|
| 1. Melani D. Escobarte | - SGOD Chief |
| 2. Meriam M. Gualdrapa | - HRDD |
| 3. Jennith S. Gabisay | - SocMob |
| 4. Crisville Villamor | - DRRM |
| 5. Evangeline | - Youth Formation |
| 6. Roger D. Dagale | - M&E |
| 7. Dra. Mary Phoebe Quiban | - Medical/Dental |
| 8. Rizza P. Deliva | - Health & Nutrition |
| 9. Jade B. Calleja | - PRS/Research |
| 10. Angelo V. Alcaraz | - PRS/Planning |
| 11. Engr. Rafael S. Lanza | - EFD |
| 12. Delilah Delos Santos | - PPA |

- | | |
|-----------------------------------|-------------|
| 1. Mark Chester Anthony G. Tamayo | - CID Chief |
| 2. Juliet L. Lim | - EPS |
| 3. Miguel Jr V. Dumas | - EPS |
| 4. Jessica Abril | - EPS |
| 5. Laura Gretel Cadiong | - EPS |
| 6. Necita Galura | - PSDS |
| 7. Alma Macanip | - PSDS |
| 8. David Alcober | - PSDS |

SECRETARIAT

1. Rey Maico P. Cabacaba
2. Jenivib Jalayahay
3. Juneth Guarino



ANNEX 2: ACTIVITY IMPLEMENTATION MATRIX

**CRAFTING & FORMULATION WORKSHOP ON THE DIVISION OFFICE
2023 ANNUAL IMPLEMENTATION PLAN (AIP), WORK AND FINANCIAL PLAN (WFP) & PMIS ENCODING**
November 3-4, 2022

Date/Time	Activity	In-Charge
November 3, 2022		
8:00-9:00 am	Registration of Participants	Secretariat
9:00-9:30 am	Opening Program	
9:30 am-12:00 nn	Revisiting the DepEd Order 11, s. 2020 "Operationalization of PMIS in all levels of governance in the DepEd"	
1:00-3:00 pm	Revisit the 2022 general performance on the physical and financial plans vis-à-vis with the actual accomplishments	Rodel R. Naval, BO III
3:00-5:00 pm	Workshop: Crafting the 2023 Annual Implementation Plan, Work and Financial Plan	Participants from 3 Functional Divisions
November 4, 2022		
8:00-8:30 am	Management of Learning	
8:30-10:30 am	Resumption of the Workshop: Crafting the 2023 Annual Implementation Plan, Work and Financial Plan	Participants from 3 Functional Divisions
10:30 am-12:00 nn	Presentation of Workshop Outputs	Participants from 3 Functional Divisions
1:00-4:00 pm	Encoding of PPAs to the PMIS	Participants from 3 Functional Divisions
4:00-5:00 pm	Closing Program	



ANNEX 3: BUDGETARY MATRIX

CRAFTING & FORMULATION WORKSHOP ON THE DIVISION OFFICE
2023 ANNUAL IMPLEMENTATION PLAN (AIP), WORK AND FINANCIAL PLAN (WFP) & PMIS ENCODING
November 3-4, 2022

Particulars	Unit/Price	Total
Accommodation, Venue, & Food inclusive 3 buffers with provisions of Projector, Sound System and with 2x5 size Tarp Backdrop	2000 X 35 X 2= 108,000.00	140,000.00
Transportation Expenses	200X35=7,000	7,000.00
Incidental Expenses		3,000.00
TOTAL:		150,000.00
		Charged to OSDS Fund/Division MOOE

Prepared by:


RODEL R. NAVAL
Budget Officer III

APPROVED:


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

