



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

SCOD

May 27, 2024

DIVISION MEMORANDUM

No. 401, s. 2024

CONDUCT OF FISCAL YEAR 2024 WORK AND FINANCIAL PLANS ADJUSTMENTS

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 CHIEF, CURRICULUM IMPLEMENTATION DIVISION
 CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION
 All Others Concerned

1. Consistent with the policy as provided by DepEd Order No. 11, s. 2021 titled OPERATIONALIZATION OF THE PROGRAM MANAGEMENT AND INFORMATION SYSTEM (PMIS), thus this Office shall conduct a 2-day 2024 WFP Adjustment Workshop on June 24-25, 2024, venue shall be announced later.
2. As our anchor, the Department remains committed to ensuring coherent and timely delivery of basic education services to all our stakeholders in consonance with our esteemed support in the implementation of MATATAG Agenda.
3. The Objective of the said activity are as follows:
 - i. Initiate the adjustment in our 2024 WFPs (OSDS, CID & SGOD)
 - ii. Encode the adjustments in the PMIS.
 - iii. Generate the printed copy from the PMIS for the approval of the top management.
4. Officials and Personnel identified as participants, indicative flow of the activity, & the budgetary matrix are hereby attached as enclosures.
5. For clarifications and relevant queries, kindly connect with MR. ANGELO V. ALCARAZ, *Planning Officer III*, on this contact no. 09675081925.
6. Expenses incurred relative to the conduct of this activity shall be charged to MOOE/OSDS Funds subject to procurement, accounting, & auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

Sherlita A. Palma
SHERLITA A. PALMA EdD, CESO VI
 Assistant Schools Division Superintendent
 Office -In-Charge
 Office of the Schools Division Superintendent

Enclosures: Officials and Personnel identified as participants, activity & budgetary matrices
 Reference: DO 11, s. 2021
 To be indicated in the Perpetual Index under the following subjects:

ADJUSTMENT WFP WORKSHOP PMIS

AVA/PLOIII
 May 27, 2024



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