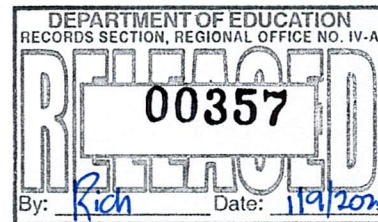




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



05 January 2023

**Regional Memorandum**

No. 8 s. 2023

**REITERATION ON THE PREPARATION AND SUBMISSION OF  
FY 2023 OPERATIONAL PLANS USING THE PROGRAM  
MANAGEMENT INFORMATION SYSTEM (PMIS)**

To **Schools Division Superintendents**

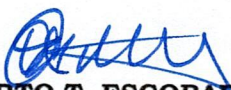
1. The Department develops and utilizes a variety of information systems that serve as the official source of data in line with its goals to modernize education management and governance, improving service delivery to its clientele.
2. Through DepEd Order No. 011 s. 2021, PMIS was implemented to capture information on programs, projects, and activities (PPAs) of the central office, regional offices, and schools division offices to increase transparency, ensure more meticulous and systematic preparation of plans and budgets, and enforce planning and implementation standards adhering to the existing policies of the department and its oversight agencies.
3. The strict compliance of concerned levels of governance with the above-mentioned policy particularly in its implementation arrangement, timeline of submission of annual operational plans, and all other required PMIS reports was likewise reiterated through DepEd Memorandum No. 88, s. 2022.
4. In view of these, the regional office through the Policy, Planning and Research Division enjoins all schools division offices to comply and submit their annual operational plans for fiscal year 2023 for review and confirmation. The submission must be done as soon as possible following the guidelines below:
  - a. The annual operational plan is composed of the following synchronized documents generated from the PMIS: 1) Work and Financial Plan (WFP); 2) Project Procurement Management Plan (PPMP) and; 3) Common-use Supplies and Equipment (CSE)
  - b. Signed copies of the above-mentioned operational plans shall be submitted to [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph). The region will no longer require for the submission of hard copies.
  - c. The WFP status in the PMIS shall be "WFP For Verification". It means that the WFPs of operating units have undergone triangulation and marked as "reviewed" by the Planning Officer of the division.



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)



- d. The signed operational plans will undergo further review and confirmation at the region level through the PMIS. Feedback will be communicated accordingly.
  - e. WFPs which are confirmed by the region may now proceed with the implementation phase in the PMIS.
5. Likewise, it is hereby requested that all schools division offices mobilize their Division PMIS Implementation Team following their composition, specific roles and functions which can be found in section V, letter E of DO 011, s. 2021.
6. For queries, clarifications, and technical assistance, you may contact Mr. Adrian A. Bullo, PO III-PPRD through [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph) or (02) 8682-2114 local 470 to 471.
7. Wide and immediate dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

cc: pprd/ab