



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

April 26, 2021

OFFICE MEMORANDUM

No. 010 , s. 2021

WORKSHOP ON THE ALIGNMENT AND ADJUSTMENT OF 2021 ANNUAL IMPLEMENTATION PLAN (AIP) AND WORK AND FINANCIAL PLAN (WFP) AT THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) OF THE OSDS, CID, AND SGOD

To: CID and SGOD Chiefs
Unit/Section Heads
All Others Concerned

1. This Office, through the Schools Governance and Operations Division (SGOD), shall conduct a **Workshop on the Alignment and Adjustment of 2021 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) at the Program Management Information System (PMIS) of the OSDS, CID, and SGOD on April 28-29, 2021** at a venue to be announced later.
2. The objectives of the activity are as follows:
 - a. Align 2021 AIP activities of the OSDS, CID, and SGOD with their respective DepEd Office Functions;
 - b. Adjust 2021 AIP and WFP for Quarter 2; and
 - c. Finalize 2021 AIPs of OSDS, CID, and SGOD.
3. The participants to this activity are listed below:

Office of the Schools Division Superintendent (OSDS)		
OSDS Proper	SDS	1
	ASDS	1
	Attorney III	1
	ITO I	1
Administrative Services	Administrative Officer V	1
	AdOf IV (Cash)	1
	AdOf IV (Personnel)	1
	AdOf IV (Property)	1




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	AdOf IV (Records)	1
Finance Services	Accountant III (Accounting)	1
	Administrative V (Budget)	1
Curriculum Implementation Division (CID)		
Office of the CID	Chief ES	1
	EPS (Instructional Management Supervision)	1
	EPS (<i>AIP/WFP Focal</i>)	1
School Governance and Operations Division (SGOD)		
Office of the SGOD	Chief ES	1
	EPS	1
	SEPS for PR (<i>AIP/WFP Focal</i>)	1
	Planning Officer III	1
	SEPS for SMM&E	1
Resource Person/TA Provider	John Delorino	1
Program Management Staff	Carlito Espano Josie Gulares Joan Lutao Medardo Baylon Sheryl Ann Calimlim Mark Lester Dorico	6
Total		26

4. All participants are required to bring laptops and soft copies of 2021 AIPs and are reminded to strictly observe social distancing and to wear face masks at all times.
5. Expenses incurred relative to the conduct of this activity such as two meals and four snacks and venue rental for two (2) days shall be charged against Division 2020 MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


GORGONIO G. DIAZ JR., PhD, CESO-V
 Schools Division Superintendent



**WORKSHOP ON THE ALIGNMENT AND ADJUSTMENT OF 2021 AIP AND WFP
AT PMIS OF OSDS, CID, AND SGOD**

April 28-29, 2021 / Langtaran Grove White Beach Resort, Catarman, Northern Samar

Schedule of Activities

Time/Day	Day 1	Day 2
08:30 – 09:00 AM	Opening Preliminaries	Prayer
09:00 – 10:00 AM	<ul style="list-style-type: none">Review on the Contents of the Annual Implementation Plan (AIP)Inputs on the 2021 AIP Alignment and Adjustment	<i>Workshop 2</i> Adjustment of the 2021 AIPs of OSDS, CID, and SGOD
10:00 – 11:00 AM	<i>Workshop 1</i> Alignment of the 2021 AIP of OSDS, CID, and SGOD	Presentation and Critiquing of the Adjusted 2021 AIPs of OSDS, CID, and SGOD
11:00 – 12:00 AM		
12:00 – 01:00 PM	L U N C H B R E A K	
01:00 – 02:00 PM	<i>Continuation of Workshop 1</i>	Online Adjustment of the Work and Financial Plans (WFPs) of OSDS, CID, and SGOD
02:00 – 03:00 PM		
03:00 – 04:00 PM	Presentation and Critiquing of the Aligned 2021 AIPs of OSDS, CID, and SGOD	Closing Program
04:00 – 05:00 PM		

