



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

May 3, 2021

OFFICE ORDER

No. 14, s. 2021

DESIGNATION AS AIP and WFP FOCAL PERSON

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

1. In the exigency of the service, you are hereby designated as AIP and WFP Focal Person in your respective Office with the attached roles and functions, effective immediately:

Office	AIP and WFP Focal Person
Office of the Schools Division Superintendent	EUNICE V. TARINGTING <i>(Overall AIP/WFP Focal Person)</i>
OSDS Proper	ROLANDO P. LUCENECIO Jr.
Administrative Services	MICHELLE D. CAGUIMBAL
Finance Services	MA. JOY L. GEPOLLO
Office of the Curriculum Implementation Division	FELIX J. LADEÑO, DALL
Office of the School Governance and Operations Division	ROBERTO T. ORIAS, DALL

2. This designation shall not entail additional remuneration nor preference for promotion and shall be effective until revoked by the undersigned.

3. As AIP and WFP Focal Person of your Office, your roles and functions are the following:

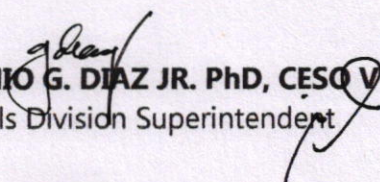
- a. Prepare an Annual Implementation Plan (AIP) based on the Compendium of DepEd Office Functions;
- b. Prepare and submit Work and Financial Plan (WFP) in the Program Management Information System (PMIS) through the Expenditure Matrix (EM), Project



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telefax: (055) 500 9801
Email: nsamardivision@deped.gov.ph
Division Official Website: <https://depednsamar.ph>



- Procurement Management Plan (PPMP), and Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE);
- c. Prepare Activity Request (AR)/Authority to Conduct (ATC) to support the optimal and timely implementation of plans;
 - d. Conduct Progress Monitoring (Procurement Process, Contract, Implementation);
 - e. Report the Physical Accomplishments before the 5th day of the succeeding quarter; and
 - f. Participate and/or initiate Impact Evaluation.
4. For guidance and compliance.


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