



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 2, 2021

Division Memorandum
No. 247 s. 2021

Crafting the 2022 Annual Implementation Plan (AIP) and Work and Financial Plan (WFP)

TO : Assistant Schools Division Superintendent
CID & SGOD Chiefs
EPSs, Unit Heads, PSDSs
All Others Concerned

1. This Office, through the Planning and Research Unit, shall lead to conduct a workshop on the crafting of the 2022 Annual Implementation Plan (AIP) and Work and financial Plan (WFP) on August 5-6, 2021 at the Division Office.
2. This activity aims to craft the 2022 AIPs and WFPs of every functional Division for approval of the School Division Superintendent.
3. The participants of this activity are the Assistant Schools Division Superintendent, CID and SGOD Chiefs, EPSs, (10) PSDSs, AIP focal persons from the three (3) functional Divisions and all Unit Heads.
4. Expenses for food (2 lunches and 4 snacks) and other operational expenses relative to the conference shall be charged against the Division MOOE while the travel and incidental expenses of the participants shall be taken from their respective local funds, subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.


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Schools Division Superintendent



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