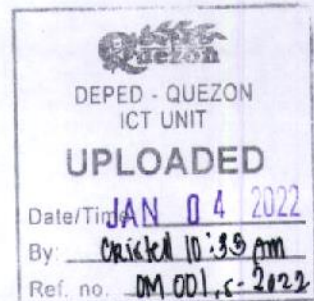




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



3 January 2022

OFFICE MEMORANDUM
OM No. 001, s. 2021

FOLLOW UP ON THE UPLOADING AND SUBMISSION OF 2022 WORK AND FINANCIAL PLAN WITH EXPENDITURE AND UPDATING OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) IN THE PROGRAM MANAGEMENT IMPLEMENTATION SYSTEM

TO: OIC - Assistant Schools Division Superintendents
SGOD and CID Chiefs
Section/Unit Heads
Division Program Focal Person/Coordinators

In line with the Office Memorandum 114, s. 2021, this Office commends the **Curriculum Implementation Division** for the complete submission of **Work and Financial Plan (WFP)** both in hard and softcopies. The Office of the School Division Superintendent has also uploaded and submitted their WFP – for HRTD Fund only. The uploading of Finalized WFP was due on December 20, 2021.

Meanwhile, the updating of **Project Procurement Management Plan (PPMP)** in the Program Management Implementation System was due on December 23, 2021. However, no Functional Divisions/Sections has finalized its PPMP as of December 31, 2021.

With the following findings, all Functional Divisions/Sections who have yet to upload and submit their WFP and PPMP are advised to comply with this requirement on or before **January 7, 2022**.

The submission and uploading of WFP are necessary to automatically generate and facilitate **Activity Request (AR)** and **Authority to Conduct (ATC)** in the PMIS. AR and ATC are required for evaluation and funding requirements of all Division-funded PPAs while updating of PPMP is needed for **Early Procurement Activities (EPA)** which is part of Performance-Based Bonus requirement.

Three (3) hardcopies of WFP shall be printed and signed by the authorized signatories on or before the said due date. Original copy of signed WFP shall be forwarded to Planning and Budget Officers as a requirement for verification in the PMIS.

DEPEDQUEZON-TM-SDS-04-010-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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Moreover, the *consolidated PPMP* shall be printed and signed by the authorized signatories on the mentioned date and shall be submitted to the BAC Secretariat for Division consolidation. Please refer to OM 115, S. 2021 for the signatories.

Strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Parmjdf01/03/2022

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