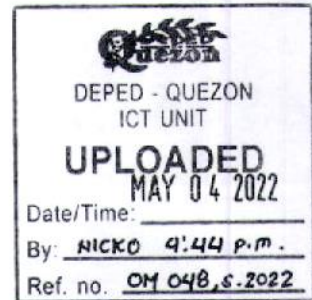




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



02 May 2022

OFFICE MEMORANDUM
 OM No. 048, s. 2022

EXTENDED SUBMISSION OF EM, CSE AND PPMP

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

As agreed during the Program Management Information System (PMIS) Re-orientation, Expenditure Matrix (EM), Annual Procurement Plan – Common Use Supplies (APP-CSE) and Project Procurement Management Plan (PPMP) Pre-planning 2023 shall be submitted on the following dates in the PMIS.

Forms	Deadline
Expenditure Matrix (GASS and HRTD 2023, Program Support Fund 2022)	May 5, 2022
APP – CSE and PPMP	May 31, 2022

Moreover, those who received Sub-ARO and SAROs (not PSF) shall prepare and submit the signed WFP to the SGOD - Planning and Research Section before requesting for Activity Request and Authority to Conduct.

Strict compliance to this Memorandum is desired.

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

Parmjdf05/02/2022
 DEPEDQUEZON-TM-SDS-04-010-003



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