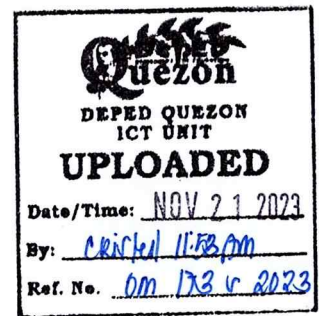




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



15 November 2023

OFFICE MEMORANDUM
 OM No. 173, s. 2023

**SUBMISSION OF 2024 ANNUAL PLAN (WFP, PPMP, APP-CSE)
 AND CALENDAR OF ACTIVITIES**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Unit/Section Heads
 Program Coordinators
 PMIS Core Team Members

Please be advised of the following timelines for the submission of the Finalized Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP), and Annual Procurement Plan (APP) – Commonly Used Supplies and Equipment (CSE) for FY 2024.

Activities	Schedule
Encoding of Final WFP, PPMP and APP-CSE 2024	November 15 – 22, 2023
Submission and routing of WFP and PPMP hardcopies	November 23 – 30, 2023
Submission of signed WFP/PPMP to Planning (SDO/RO) cc: Budget, Accounting, Procurement, TM	December 1, 2023
Encoding of Calendar of Activities	December 4 – 8, 2023

This initiative aims to ensure that early procurement activities and the preparation of PPAs implementation documents (AR/ATC, etc.) are done ahead of time/as scheduled.

Moreover, for the consolidation of the Expenditure Matrix (EM) and PPMP, the following Division personnel shall serve as PMIS Consolidators in their respective Functional Divisions to collect all the submitted EMs and PPMP from each respective section/ PMIS focal for these activities.

1. Curriculum Implementation Division – **Raymond Nieva**
2. School Governance and Operations Division – **Michelle Duma**
3. Office of the Schools Division Superintendent – **Cristell Suante**

These personnel are advised to coordinate with the Planning Officer and Budget Officer in the finalization and submission of Division Plans in the PMIS.

DEPEDQUEZON-TM-SDS-04-010-005



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Furthermore, Division Calendar of Activities for FY 2024 shall be encoded and submitted thru <https://bit.ly/2024QuezonCalendar>.

Strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Pmtmjdf11/15/2023

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