



DepED-X
Cagayan de Oro City

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

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Office of the Regional Director

October 26, 2020

REGIONAL MEMORANDUM
No. 404, s. 2020

**SUBMISSION OF NEP-BASED WORK AND FINANCIAL PLAN (WFP)
FOR FY 2021**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. In regard to the Department's goal in improving quality delivery of basic education outcomes and sustaining the efficiency of programs and projects implementation, this Office directs all Schools Division Offices (SDOs) and the Regional Office (RO) to submit the **Work and Financial Plan (WFP) for FY 2021**.
2. All operating units are directed to prepare their 2021 Work and Financial Plans (WFPs) and encode thereafter their expenditure matrices using their respective Program Management Information System (PMIS) accounts. Hence, the regional/divisional budget officers should allocate budget prior to the preparation of the WFP by each operating unit.
3. The operating divisions are expected to encode online their expenditure matrices for verification of the Policy, Planning, and Research Division (PPRD). Only activities chargeable to GASS-MOOE budget item shall be encoded.
4. Attached is the Matrix of Functions and Roles for the Program Management Information System (PMIS) for reference.
5. It is expected that the Annual Procurement Plan for Common Use Supplies and Equipment be extracted from the PMIS after all the operating units will have complied with the encoding in the system.



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6. Deadline of the submission of the hard copies of the WFPs and online PMIS expenditure matrices will be on November 6.

7. For guidance and compliance of all concerned.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subjects:

WFP PROGRAMS/PROJECTS

* Submission of NEP-Based Work and Financial Plan (WFP) for FY 2021

PPRD/anne

MATRIX OF FUNCTIONS AND ROLES FOR THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) PLAN		
REGIONAL OFFICE (RO)	SCHOOLS DIVISION OFFICE (SDO)	TASK
Finance Division (Budget Officer)	Finance/Accounting unit (Budget Officer/ Accountant)	Create allocation for each operating unit per NEP
<p>All Functional Divisions and Units Program Holders</p> <ul style="list-style-type: none"> - Office of the Regional Director (ORD) - Administrative Division (AD) - Curriculum, Learning and Management Division (CLMD) - Education Support Service Division (ESSD) - Field Technical Assistance Division (FTAD) - Finance Division (FD) - Human Resource Development Division (HRDD) - Policy, Planning and Research Division (PPRD) - Quality Assurance Division (QAD) 	<p>All Functional Divisions and Units Program Holders</p> <ul style="list-style-type: none"> - Office of the Schools Division Superintendent (OSDS) - School Governance and Operations Division (SGOD) - Curriculum and Instruction Division (CID) 	<p>Accomplish offline expenditure matrix, which includes:</p> <ol style="list-style-type: none"> 1. Creation of programs, outputs and its performance indicators, and activities and its performance indicators which are planned for FY 2021 2. Placing physical targets for the output and activity levels according to the performance indicator 3. Detailing the expense items for each activity 4. Placing the corresponding Obligation plan target for each activity 5. Placing the corresponding disbursement plan target for each activity 6. Uploading of the accomplished WFP to the PMIS 7. Print out the uploaded WFP and have it signed by the approving authority
Policy, Planning, and Research Division (PPRD)	SGOD – Planning and Research Section	<ul style="list-style-type: none"> - Review the offline expenditure matrix - Review the Work and Financial Plans online

MATRIX OF FUNCTIONS AND ROLES FOR THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) PLAN

REGIONAL OFFICE (RO)	SCHOOLS DIVISION OFFICE (SDO)	TASK
Central Office, Planning Service – Planning and Programing Division	Regional Office - Policy, Planning, and Research Division (PPRD)	- Approval of the uploaded WFP in the PMIS
Regional Director	Schoools Division Superintendent	- Approve and Sign the printed WFP from each operating unit