



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



OFFICE OF THE REGIONAL DIRECTOR

August 24, 2020

REGIONAL MEMORANDUM
No. 251.2020

**ADDENDUM AND CORRIGENDUM TO OFFICE MEMORANDUM NO. 065, S. 2020
(WORKSHOP ON THE PREPARATION OF THE 2021 ANNUAL IMPLEMENTATION PLAN)**

**TO : ASSISTANT REGIONAL DIRECTOR
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL OFFICE DIVISION CHIEFS
ALL CONCERNED PERSONNEL**

1. In reference to Office Memorandum No. 065, s. 2020, the workshop is moved to Friday, August 28, 2020 from 8:00 am to 5:00 pm at the NEAP-R Hall.

2. The participants to this activity are the following:

Functional Division/Unit	Number
RD	1
ARD	1
Chiefs/OICs of RODs	8
Administrative Division (SAO, Personnel & AMS)	3
Finance (Budget Officer, SAO)	2
ORD Unit Heads	3
Planning Officer	1
PPRD	3
TOTAL	22

3. The output of the workshop shall be :

- a. 2021 Annual Implementation Plan (AIP)
- b. 2021 Work Financial Plan (WFP)
- c. 2021 Indicative Project Procurement Management Plan (PPMP)
- d. Updated 2020 Project Procurement Management Plan PPMP

4. The Schools Division Offices are reminded to conduct the same activity to develop, prepare and update respective plans.

5. The following are the due dates of the stated outputs:

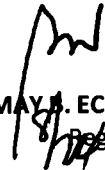
OFFICES/UNITS	DATE OF SUBMISSION	WHERE TO SUBMIT
Regional Office Divisions/Units	September 7, 2020	PPRD
Schools Division Offices	September 7-11, 2020	SDO BAC

6. Attached is the Program of Activities

7. Participants are advised to bring copy 2019 and 2020 AIP, WFP, and laptops.

8. Observance of health protocols during the activity will sustain; physical distancing, wearing of masks, use of sanitizers and alcohol.

9. Immediate dissemination of this Memorandum is desired.


MAY A. ECLAR PhD, CESO V
Regional Director

PPRD/EET/fceb

Enclosure 1:

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August 28, 2020**

ACTIVITY MATRIX

Time	Design/Matrix of Activities	Person Responsible
8:00 -8:30	Preliminaries	Secretariat
8:30 - 9:00	Revisiting the 2020-2022 MTP	PPRD Chief
9:00 - 9:40	Presentation of 2020 GAA, 2021 NEP and RO MOOE	SAO, Finance Division
9:40 -10:00	Reminders on Preparation of Plans	PPRD
10:00-10:15	BREAK	
10:15- 12:00	Development of 2021 Annual Implementation Plan per division/unit	Program Owner
12:00 - 1:00	Lunch Break	
1:00 - 2:30	Preparation of 2021 Work Financial Plan per division/unit	Program Owner
2:30 - 3:00	Preparation of 2021 Indicative Project Procurement Management Plan (PPMP) per division/unit	
3:00 - 3:15	Break	
3:15 - 4:30	Adjustment of 2020 WFP and PPMP	Program Owner
4:30- 5:00	Ways forward	Chief

TECHNICAL WORKING GROUP

	Chairperson:	Co-Chairperson
Facilitators	Janet M. Ambucay Planning Officer III, PPRD	Florence E. Balictan EPS, PPRD
Registration/Attendance	Manilyn D. Botilas Statistician I, PPRD	Melandro L. Payang ADAS, PPRD
Program	Crisanta P. Pantaleon EPS II, PPRD	Janet M. Ambucay Planning Officer III, PPRD
Documentation	Melandro L. Payang ADAS, PPRD	Manilyn D. Botilas Statistician I, PPRD
Evaluation	Jennelyn B. Kitongan AO II, PPRD	Florence E. Balictan EPS, PPRD