



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

October 21, 2024

**OFFICE MEMORANDUM**  
**PRS-2024- 055**

**SUBMISSION OF THE 2025 WORK AND FINANCIAL PLANS OF THE  
FUNCTIONAL DIVISIONS**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Unit/Section Heads  
All Others Concerned

1. In reference to Regional Memorandum No. 1216, s. 2021, titled "SUBMISSION OF THE 2025 WORK AND FINANCIAL PLANS OF THE SCHOOLS DIVISION OFFICES," this office, through the Planning and Research, requires all functional divisions [Office of the Schools Division Superintendent (OSDS), Curriculum Implementation Division (CID), and Schools Governance and Operations Division (SGOD)] to submit the 2025 GASS Work and Financial Plans (WFP) **on or before November 4, 2024.**
2. In line with this, chiefs and/or heads of each functional division must ensure the correctness and completeness of the submitted plans based on the following considerations:
  - a. alignment to the compendium of the office functions version 3;
  - b. inclusion of both funded and non-funded activities;
  - c. observance and compliance with the guidelines in crafting annual operational plans, particularly on the outputs, activities, indicators, procurements, targets, and obligation and disbursement schedules; and
  - d. inclusion of PPMP and CSE as required by DepEd Order No. 11, s. 2021.
3. In addition, **the status of the WFPs in the** Program Management Information System (PMIS) **should be "For Review"** before the PRS marks the WFPs as "Reviewed."
4. Consequently, **OSDS** is enjoined to ensure that the **SMOOE Kto6, 7to10 and 11to12** are allocated in PMIS and submitted for review following the same deadline.

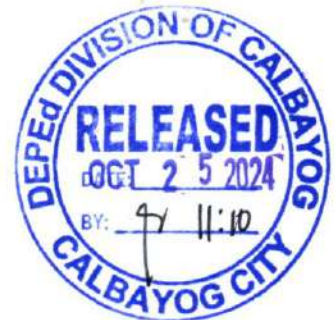
5. Immediate dissemination of and compliance with this Memorandum are desired.

**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

  
**GRACE S. PAGUNSAN**  
Administrative Officer

So # 17 S. 2024



Enclosure: As stated  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
WFP                      PMIS                      SMOOE

SGOD-PRS-GVP