



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

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OFFICE MEMORANDUM  
SGOD-2025- 009

27 JAN 2025

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section and Unit Heads  
All Others Concerned

**SUBMISSION OF FISCAL YEAR 2025 WORK AND FINANCIAL PLANS (WFPs) IN  
THE PROGRAM MANAGEMENT INFORMATION SYSTEM**

1. In compliance with Regional Memorandum No. 92, s. 2025, and to ensure the readiness of program implementation in alignment with the Department's Five-Point Reform Agenda, all unit heads or program proponents are directed to accomplish their Fiscal Year 2025 Work and Financial Plans (WFPs) through the Program Management Information System (PMIS).
2. To facilitate the verification of submitted WFPs, a copy of the approved PMIS-generated and approved FY 2025 WFP must be submitted to the Planning Unit on or before January 31, 2025.
3. For strict compliance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

SGOD/dro/OM-PMIS  
2501075/ January 27, 2025



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 92 s. 2025

**SUBMISSION OF FISCAL YEAR 2025 WORK AND FINANCIAL PLANS (WFPs) IN THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

To: Schools Division Superintendents

1. To ensure the readiness in the implementation of the different programs, projects & activities and their alignment with the Department's Five-Point Reform Agenda, Schools Division Offices are advised to submit their 2025 Work and Financial Plans (WFPs) in the Program Management Information System (PMIS), based on the FY 2025 GAA and pursuant to DepEd Order No. 11, s. 2021, entitled: **Guidelines on the Operationalization of the Program Management Information System (PMIS)**.

2. For the verification of the said workplans in the PMIS, please submit the scanned copy of the PMIS generated and approved 2025 WFP to the Policy, Planning and Research Division at **pprd.region1@deped.gov.ph** on or before February 14, 2025.

3. For information, guidance and compliance.

**TOLENTINO G. AQUINO**  
 Director IV

Encl.:  
 Reference: DepEd Order No. 11, s. 2021  
 To be indicated in the Perpetual Index  
 Under the following subjects:

BUDGET      FUNDS      PROGRAMS      PROJECTS

PPRD/pjc/RM\_submissionWFP  
 January 17, 2025



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