



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

OFFICE MEMORANDUM
SGOD-2026-062

07 MAY 2026

To: Chief Education Supervisors
Unit/Section Heads
Program Owners
All Others Concerned

**UPLOADING OF SCANNED APPROVED WORK AND FINANCIAL PLAN AND
PROJECT PROCUREMENT MANAGEMENT PLAN GENERATED THROUGH THE
DEPED PMIS**

1. In line with the continuing efforts of the Schools Division Office to streamline planning, budgeting, procurement, and monitoring processes, all concerned offices and program owners are requested to upload the **scanned approved copy of their Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP)** generated through the Department of Education Project Management Information System (DepEd PMIS) through the link: <https://bit.ly/4f3QfOq>.
2. The scanned approved WFP and PPMP shall serve as official supporting documents for submission to the Regional Planning Officer for verification and validation. These documents shall likewise be used as basis in the review and submission of the WFP by the Division Planning Officer.
3. To ensure an orderly and systematic process, the Division Planning Officer shall only review and submit the WFP after the scanned approved WFP and PPMP have been uploaded in the prescribed platform or submission mechanism. Concerned personnel are therefore advised to ensure that the uploaded documents are complete, clear, duly approved, and consistent with the generated records in the DepEd PMIS.
4. All offices and schools are enjoined to comply with this requirement within the prescribed timeline to avoid delays in the verification, review, and submission process.
5. For information and guidance.

ANSELMO R. ALUDINO

Schools Division Superintendent

By the Authority of the SDS:

ARNEL S. DANDIOLA

Assistant Schools Division Superintendent

SGOD/dro/OM-2026 Uploading of Scanned Approved WFP and PPMP Generated Through the DepEd PMIS
/May 6, 2026



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