



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

July 28, 2021

**DIVISION MEMORANDUM**

No. 282, s. 2021

**CONDUCT OF PLANNING MANAGEMENT AND INFORMATION SYSTEM ON THE OPERATIONAL PLANS FOR FISCAL YEARS 2021 AND 2022**

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

1. In relation to the conduct of planning management and information system on the operational plans of the Schools Division Office (SDO) of Science City of Munoz, the School Governance and Operations Division (SGOD) will spearhead these activities on August 17, 2021.
2. The SDO will review the FY 2021 and craft FY 2022 Annual Implementation Plans (AIP) in order to ensure that plans and budget are geared towards achieving the vision and emerging priorities of the division office.
3. The main objective of the activity is to come up with the key improvement strategies and significant projects and operationalize the improvement plans and manage resources as well as adjust and finalize the plans.
4. Prior to the scheduled activities, each of the three (3) Functional Divisions will advance their actions by coordinating with the Budget office on their allocations, deliberate the budget on the set priorities anchored to the strategic plan, and fill out the Google link to be provided in the SDO Munoz Teleconference Group in order to have a ready plan come FY 2022.
5. The template to be used for uniformity purposes will come from the downloaded Expenditure Matrix of the Program Management Information System (PMIS).
6. All Functional Divisions are expected to present their work and financial plans for FY 2022 and the current status of FY 2021 in a powerpoint presentation for the deliberation of the top management.
7. Immediate and widest dissemination of this Memorandum is highly desired.

**DANTE G. PARUNGAO, CESO VI**

Officer-in-Charge  
Office of the Schools Division Superintendent



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Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

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