



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
No. 337 s. 2026

**May 11, 2026**

**FOLLOW-UP ON SUBMISSION OF WORK AND FINANCIAL PLAN (WFP) FOR  
FINALIZATION IN PMIS**

To: **All Program/Project Owners**  
**Division Chiefs, Section Heads and Unit Coordinators**  
**All Others Concerned**

1. This Memorandum serves as a formal reminder to all program/project owners to submit and finalize their Work and Financial Plan (WFP) in the Project Management Information System (PMIS) for Calendar Year 2026.
2. The timely submission of WFPs is essential to ensure proper alignment of division programs/projects with DepEd Region VII priorities, efficient resource allocation, and compliance with financial management standards.
3. **All Work and Financial Plans (WFPs)** must be finalized **on or before May 22, 2026**. All program/project owners are accountable for ensuring accuracy, completeness, and alignment with Approved Annual Implementation Plans (AIP).
4. Please coordinate with the Division Planning Officer for clarifications and technical assistance.
5. For strict compliance.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 