




Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

MEMORANDUM  
MLA- 2023- 244

TO: **Dr. Karl T. Credo- Planning Officer III**  
**Mrs. Dae P. Habalo- Senior Education Program Specialist**  
**Ms. Iryll Mae Macahig- SEPS for HRDS**  
**Mrs. Lydia Cacas- Budget Officer III**  
**Mrs. Jan Marie Camacho- ADAS III**  
**Ms. Ma. Cecilia Elimia- ADAS III**  
**Mr. Teofan C. Gallosa- EPS II**  
**Mr. Dennis Andalajao-SEPS**  
**Mrs. Florecita G. Enopia- AO2**  
**Mr. Severe Caro-AO2**

FROM:   
**DR. NERI C. OJASTRO, CESE**  
Schools Division Superintendent  
Negros Oriental Division  
4/12/23

SUBJECT: **ENCODING OF WORK AND FINANCIAL PLAN (WFP) FOR THE FIRST QUARTER PROGRAM  
MANAGEMENT INFORMATION SYSTEM (PMIS)**

DATE: April 11, 2023

1. Please be informed of your attendance on the updating of the Program Management System Information (PMIS) first quarter accomplishment and encoding of Work and Financial Plan on April 12-14 2023 at Plaza Maria Luisa Suites Inn, Dumaguete City.
2. This activity aims to track programs, projects, and activities at different levels and provide reports required by the Department and oversight agencies.
3. Widest dissemination of this memorandum is hereby directed.

SPP/-JMA-MKP-NLR/RBP/ktc  
April 11, 2023



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12 APR 2023