



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION


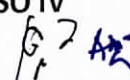
Regional Office No. 02 (Cagayan Valley)

Regional Government Center, Carig Sur, Tuguegarao City, 3500



MEMORANDUM




To: Schools Division/City Superintendents



 From:  ESTELA L. CARIÑO, EdD., CESO IV
 Director IV/Regional Director 

Date: August 14, 2019

 Subject: **INFORMATION AND DISSEMINATION RE: PLANNING AND BUDGET STRATEGY AND CALLING FOR THE ORGANIZATION/ MOBILIZATION/OPERATIONALIZATION OF THE SCHOOLS DIVISION PLANNING TEAM**


1. The Department of Education issues the enclosed policy entitled "Planning and Budget Strategy of the Department of Education." It aims to provide guidance in the preparation and implementation of education plans and budgets across all governance levels in the Department.
2. This policy aims to ensure that basic education plans and budgets at all governance levels are geared towards achieving the vision and emerging priorities of the Department.
3. The DepEd planning framework is founded on the Department's mandate, vision (long-term and team vision), and mission, as well as the Philippine Government's various commitments and targets with respect to basic education.
4. The Goal, Outcome and Intermediate Outcomes presented in the Planning Framework are the core of the agency's aspirations. It is important that all policies, plans, programs, projects and activities support what the system wants to achieve in the long, medium, and short term. While the Medium-term Plans are purposely crafted to deliver the targets in the medium term, all such plans should prepare the path towards achieving the long-term goal which is articulated in the Ambisyon Natin 2040. General procedures are specified below.
 - a. Organizing and Mobilizing the Planning Teams
 - b. Understanding the Vision, Mission, and Core Values
 - c. Conducting Situational Analysis
 - d. Identifying Key and Immediate Challenges
 - e. Writing the Strategic Plan.
 - f. Appraising the Strategic Plan
 - g. Communicating the Strategic Plan

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5. Monitoring and Evaluation (M&E) is an integral part of the planning and budgeting process. Thus, the Regional Office through the Policy, Planning and Research Division shall ensure that the all schools Division Offices shall comply with the submission of all their plans as prescribed. Likewise, the Schools Division Offices shall ensure that all schools shall comply with the submission of all their plans as prescribed. Moreover, the Regional Field Technical Assistance Team (RFTAT) in coordination with PPRD shall be responsible for providing technical assistance and quality assurance to the plans they are monitoring.
6. Organizing and Mobilizing the Planning Teams. The Strategic Planning exercise requires well-organized Planning Teams which will be headed by the highest official of each governance level. The organization and mobilization of Planning Teams are designed to ensure representation and maximum participation of all functional units and education stakeholders in the strategic planning process.
7. The Chief Education Supervisor of the School Governance Operations Division (SGOD) will serve as the head of the secretariat.
8. Composition of the Schools Division Office Planning Team is reflected below:
 - Assistant Schools Division Superintendent ----- Chairman
 - SGOD Chief ----- Co Chairman

Members:

- CID Chief
- Budget Officer
- Program Owners (Major PAPs)
- Planning Officer
- Information Technology Officer
- Personnel Officer
- Accountant

Schools Division Superintendent ----- Adviser

9. Coronary to the above- cited paragraphs, all schools division offices are requested to submit to the **Chief, Policy, Planning and Research Division on or before August 20, 2019** the names of the Regular Members of the Division Planning Team as a reference for the incoming Training/Orientation on Strategic Planning / Cascading of the Program Management Information System and Program Implementation Review.

For information and guidance

PPRD/ltv