



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY

OFFICE MEMORANDUM

No. 317, s. 2021

To : Assistant Regional Director
 RO Functional Division Chiefs
 Section/Unit Heads
 Others Concerned

From : **BENJAMIN D. PARAGAS, PhD., CESO V**
 Director IV/Regional Director

Date : November 11, 2021

Subject: **YEAR-END PERFORMANCE IMPLEMENTATION REVIEW (PIR) AND FINALIZATION OF THE 2022 OPERATIONAL PLANS**

1. Please be informed of the conduct of the **Year-End Performance Implementation Review (PIR) and Finalization of the 2022 Operational Plans** on December 5-7, 2021 at Sta. Ana, Cagayan. Specific venue shall be announced in a separate advisory.
2. Participants are the Chiefs of the Functional Divisions, Heads of Units/Sections, focal person of the Big-Ticket Programs, others concerned with the slots reflected below:

Division/Unit/Section	Slots
ORD	4
PAU	2
ICT	1
LEGAL	1
ADMIN	7
CLMD	10
QAD	6
FTAD	3
HRDD	3
ESSD	7
PPRD	7
BFD	5
DRIVER	4
Total	60



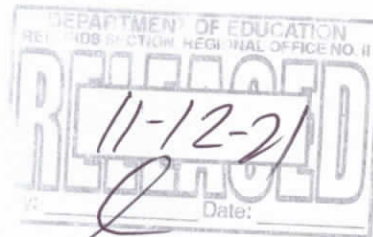
Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 304-3855; (078) 396-9728
 Email Address: region2@deped.gov.ph
 Website: region2.deped.gov.ph

Doc Code: **FM-ORD-013** Rev: **00**
 As of: **Dec 16, 2019** Page: **1**



3. Participants are expected in the venue on December 5, 2021 for the accommodation and registration. Check -in time starts at 12:00 o'clock in the afternoon with lunch as the first meal. The Opening Program shall start at exactly 4:00 o'clock and Socialization shall be done at 6:00 PM onwards. Check out shall be on December 7, 2021 with pm snacks as the last meal.
4. Concerned participants are required to bring their laptop, extension cord, and pertinent resource materials and documents to be used during the workshop.
5. Attendance is a must and 100% cooperation of all concerned is earnestly required.
6. Enclosed herewith the Program Matrix for reference and guidance.
7. Travel expenses and other allowable expenses shall be charged against local fund subject to the usual accounting and auditing rules and regulations.
8. For information, guidance and compliance.

ORD/jla/sid



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



Doc Code:	FM-ORD-013	Rev:	00
As of:	Dec 16, 2019	Page:	2



PROGRAM MATRIX

**YEAR-END PERFORMANCE IMPLEMENTATION REVIEW (PIR) AND
FINALIZATION OF THE 2022 OPERATIONAL PLANS**

December 5-7, 2021

DATE	TIME	ACTIVITY	IN-CHARGE
DAY 1: December 5, 2021			
	8:00 AM-12:00 PM	Travel	
	12:00 PM	Arrival Registration and Accommodation	Isidra L. Nicolas Rey Anthony Lacuanan
	4:00 PM-5:00 PM	Opening Program	PPRD
		<ul style="list-style-type: none"> • Singing of the National Anthem 	AVP
		<ul style="list-style-type: none"> • Invocation 	
		<ul style="list-style-type: none"> • Recitation of Quality Policy 	
		Welcome Remarks Direction Setting	Jessie L. Amin ARD
		Presentation of Participants	Chastity Eillen Tungcul Planning Officer III
		Message	Benjamin D. Paragas Director IV/RD
	6:00 PM-Onwards	Dinner Socialization	Joey Apolinario/Rey Pascual/Joy Ferrer- Lopez-EPS
Day 2: December 6, 2021	8:00 AM-8:30AM	Preliminaries	Joy Ferrer-Lopez EPS
	8:30 AM-9:00AM	2021 PIR	Maria Digna A. Turingan EPS
	9:00 AM-10:30AM	Workshop Proper	
	10:30AM-12:00PM	Presentation	Per FD
	12:00pm-1:00pm	LUNCH BREAK	
	1:00PM -2:00PM	Analysis and Finalization of the 2022 Calendar of Activities	Maria Vanessa D. Muñoz AO II
	2:00PM-3:00PM	OPCRF Presentation Review and Analysis	ISIDRA L. Nicolas EPS II
	3:00PM-4:00PM	Workshop and Finalization of the 2022 OPCRF	
	4:00pm-5:00pm	Presentation per FD	
Day 3: December 7, 2021	8:00AM-9:00AM	Workshop and Finalization of WFP	
	9:00AM-11:30AM	Presentation per FD	
	11:30 AM- 12:00PM	Ways Forward Closing Program Home Sweet Home	PPRD