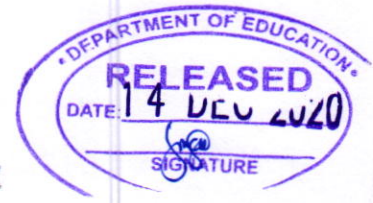




Republic of the Philippines
Department of Education
 CARAGA REGION



December 10, 2020

REGIONAL MEMORANDUM
 No. 590, s. 2020

TO: SCHOOLS DIVISION SUPERINTENDENTS
 CHIEFS OF RO AND SDO FUNCTIONAL DIVISIONS/
 PROGRAM OWNERS
 Caraga Region

ADDENDUM TO REGIONAL MEMORANDUM NO. 561 SERIES 2020
 ENTITLED PREPARATION OF WORK AND FINANCIAL PLAN FOR
 UPLOADING THE PMIS FOR CY 2021 FOR THE REGIONAL
 OFFICE AND SCHOOLS DIVISION OFFICES

1. This is to inform all Program Owners/coordinators in the Regional Office and the twelve (12) Schools Division Offices that the start of the encoding of the CY 2021 Work and Financial Plan to the Expenditure Matrix will be on January 4-7, 2020 after which uploading will immediately follow on January 8, 2020.
2. Please check the accurateness of your allocated budget to avoid the negative or the positive variances of CY 2021 Work and Financial Plan through the Expenditure Matrices.
3. *For the Schools Division Offices*, hard copies must be signed by the Schools Division Superintendent, before uploading the matrix to the PMIS. *For the Regional Office*, hard copies must be approved and signed first by the Regional Director before uploading. Signed hard copies of matrices from the Regional Office's Functional Divisions must be submitted to the Policy, Planning and Research Division for consolidation. These will be forwarded to the Programming Division, DepEd, Central Office for approval.
4. For your information and immediate compliance.

FRANCIS CESAR B. BRINGAS, CESO V
 Regional Director

Encls.: "NONE"
 Reference: DepEd Order No. 16, series 2018
 To be indicated in the Perpetual Index
 under the following subjects:

MATRICES PAPs PMIS WFP

PPR/mtd
 12/10/2020



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