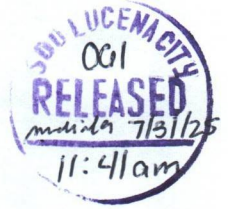




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



29 Jul 2025

DIVISION MEMORANDUM

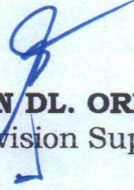
No. 281, s. 2025

**PLAN ADJUSTMENT IN THE PMIS FOR THE 2ND SEMESTER WORK AND
FINANCIAL PLAN (WFP)**

TO: Asst. Schools Division Superintendent
Division Planning Officer
Division Accountant
SEPS, SMME
All Others Concerned

1. In reference to the ongoing review and alignment of physical and financial targets with actual accomplishments and fund utilization, all concerned offices and program holders are hereby directed to review and update their entries in the Program Management Information System (PMIS) for the adjustment of the Work and Financial Plan (WFP) for the 2nd Semester of CY 2025 on August 4, 2025, at 9:00 am at the LCTECC 2nd floor Room 3 Conference Room.
2. This adjustment aims to ensure the accuracy and integrity of data for timely and effective budget execution, planning, and reporting. Specifically, all offices/program implementers are reminded to:
 - a. Reflect actual physical accomplishments and realign funds, if necessary
 - b. Ensure that remaining activities are feasible and aligned with program priorities; and
 - c. Submit justifications for adjustments where applicable
 - d. Encode final revisions in the PMIS not later than August 4, 2025
3. Failure to comply with the set deadline may affect fund releases and future planning cycles.
4. For inquiries and concerns, you may email at the Planning Unit-SGOD and Budget Unit through budget.lucena@deped.gov.ph.

5. Immediate dissemination of this Memorandum is desired



SUSAN DL. ORIBIANA
Schools Division Superintendent

OSDS/BUD/ MKP /
AND FINANCIAL PLAN (WFP)
006 / 07/29/2025

DM - PLAN ADJUSTMENT IN THE PMIS FOR THE 2ND SEMESTER WORK

LIST OF PARTICIPANTS

TITLE OF ACTIVITY: PLAN ADJUSTMENT IN THE PMIS FOR THE 2ND SEMESTER
WORK AND FINANCIAL PLAN (WFP)

DATE OF ACTIVITY: August 4, 2025

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	Susan DL. Oribiana	F	SDS	OSDS
2	Edenia O. Libranda	F	ASDS	OSDS
3	Marck Andro E. Bernabe	M	Planning Officer III	SGOD
4	Karina R. Bautista	F	EPS	SGOD
5	Rhea A. Gallano-Mojica	F	Accountant III	OSDS
6	Maria Katherine A. Panganiban	F	Budget Officer III	OSDS
7	Pascual La Rosa, Jr.	M	SEPS, M&E	SGOD
8	Karen Jane Montero	F	EPS II, M&E	SGOD
9	Dexter M. Valle	M	EPS	CID
10	Reymark R. Queaño	M	PSDS	CID
11	Mirella D. Talabong	F	ADAS III	OSDS
12	Mary Eden A. Malacad	F	ADAS I	OSDS