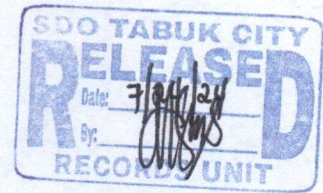




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



July 23, 2024

**Division Memorandum**  
No. 268, s. 2024

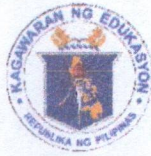
TO: Assistant School Division Superintendent  
SGOD Chief  
CID Chief  
ALL PROGRAM HOLDERS  
ALL CONCERNED

**CONDUCT OF WORKSHOP ON THE CRAFTING OF PAPs FOR FY 2025 and DAIP 2025**

1. This is to notify all program holders to attend the pre-workshop on the crafting of program, activities and projects for Fiscal Year 2025 at the DepEd Conference Hall. As to the schedule, please refer to the attached program matrix.
2. Program holders are hereby reminded to consolidate and analyze their data to be the basis in crafting the PAPs.
3. Attached is the program matrix for your reference.
4. For information and immediate dissemination.

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**BENEDICTA B. GAMATERO Phd, CESO V**  
Schools Division Superintendent



**Republic of the Philippines**  
**Department of Education**  
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**Schools Division of Tabuk City**

**PROGRAM MATRIX**

ACTIVITY	DATA NEEDED	RESPONSIBILITY
<b>DAY 1 (1:00-5:00PM) July 23, 2024</b>		
Pre-workshop		
<ul style="list-style-type: none"> <li>• Presentation of the Results of the BOSY Data Gathering</li> </ul>		Planning Officer
<ul style="list-style-type: none"> <li>• How to do impact analysis</li> </ul>		Planning Officer
<ul style="list-style-type: none"> <li>• Workshop</li> </ul> <p><i>*Alongside this activity is the planning session of DRRM with the subject supervisors re: DRRM, CCA, and Peace Building modules per subject area</i></p>	-M&E Results of Last 3 years - Accomplishment data of last 3 years	Program Holders Subject Supervisors DRRM Focal
<ul style="list-style-type: none"> <li>• Presentation of Impact Analysis of program for the last three years</li> </ul>		Program Holders
Workshop Proper		
<ul style="list-style-type: none"> <li>• Development of PAPs for 2025</li> </ul>		All Program Holders
<b>DAY 2 (8:00-5:00) July 24, 2023</b>		
<b>Budget Call</b>		
<ul style="list-style-type: none"> <li>• Presentation of NEP by Budget Officer</li> <li>• Presentation of PAPs to Top Management for prioritization</li> </ul>		All program Holders



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DAY 3 (8:00-5:00) July 25, 2024		
• Finalization of 2025 DAIP		Technical Working Group

PROGRAM MATRIX

DAY 4 (8:00-5:00) July 30, 2024		
ACTIVITY	DATA NEEDED	RESPONSIBILITY
PMIS review by all persons with roles and responsibilities in the PMIS	Online WFPs	Planning Office BAC Secretary Supply Officer Budget Officer Accountant