



## REPUBLIC OF THE PHILIPPINES DEPARTMENT OF AGRICULTURE **BUREAU OF AGRICULTURAL RESEARCH**

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Reference No. 2025-01- 35 January 23, 2025

## MEMORANDUM FROM THE DIRECTOR

FOR

ALL DIVISION CHIEFS

ALL SECTION HEADS ALL UNIT HEADS ALL CONCERNED

SUBJECT

PRESCRIBING GUIDELINES FOR THE PREPARATION AND

SUBMISSION OF THE WORK AND FINANCIAL PLAN (WFP)

OF EACH DIVISION FOR THE FY 2026

For the achievement of the bureau's development goals and objectives, all divisions/units shall execute the programs/activities/projects authorized in the annual budget and deliver planned results in a timely manner, consistent with the bureau's budget level.

It is therefore imperative that each division/unit shall accomplish their respective Work and Financial Plan (WFP) by adhering to the following guidelines as set forth:

- 1. Format of the Work and Financial Plan (WFP): The Budget Unit will send the link containing the format of the WFP to each division/unit's respective email address.
- 2. Preparation of the Work and Financial Plan (WFP): Each division/unit shall complete/indicate their corresponding programs/activities/projects for the year 2026 as well as set in the target column their corresponding monthly targets for the said programs/activities/projects.
- 3. Timeline of Encoding: Encoding/Completion targeted Programs/Activities/Projects as well as the monthly estimated budget corresponding to each must be done on or before the 28th of January 2025 (Tuesday) for the Budget Section's evaluation and consolidation.
- 4. Access to Work and Financial Plan (WFP): Access to WFP for encoding is only until the 28th of January, thereafter, they can only access it for viewing purposes for each division/unit's monitoring of their corresponding WFP.

For your strict compliance.

B. SORIANO, PhD

DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
WORK AND FINANCIAL PLAN PY 2026
DIVISION/UNIT

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Prepared By:	Evaluated By:	In Coordination with:	Approved By
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