



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8461 2800 and (+632) 8461 2900 • +4d@bar.gov.ph

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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 CY 2025

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 2025 as well as set in the target column their corresponding monthly targets for the said programs/activities/projects.
- 3. Timeline of Encoding:** Encoding/Completion of the targeted Programs/Activities/Projects as well as the monthly estimated budget corresponding to each must be done on or before the 18th of October, 2024 for the Budget Section's evaluation and consolidation.
- 4. Access to Work and Financial Plan (WFP):** Access to WFP for encoding is only until xxxxx, thereafter, they can only access it for viewing purposes for each division/unit's monitoring of their corresponding WFP.

For your strict compliance.


JUNEL B. SORIANO, PhD



**DEPARTMENT OF AGRICULTURE
 BUREAU OF AGRICULTURAL RESEARCH
 WORK AND FINANCIAL PLAN FY 2025
 DIVISION**

PRIORITY RANKING	PROGRAM/ACTIVITY/PROJECT	BUDGET AMOUNT	TARGET											
			JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1	Activity	xxxx									xxxx			
2	Activity	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
3	Activity	xxxx								xxxx				
4	Activity	xxxx										xxxx		

