**OPERATIONAL PLAN**

**Unit:name of unit**

**Office:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Specific Objectives** | **PROJECT(S)/**  **PROGRAM(S)/**  **ACTIVITIES(PPAs)** | **Strategies/**  **Action Steps** | **Key Performance Indicators** | **Time frame** | **Physical Resources** | **Estimated Budget** | **Responsible Persons** | **Expected Outputs** | **Remarks** |
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Prepared: Noted:

**VVVVVVVVVVVVVVVVVVVVVVVVVVVVV\_ name of unit hean**

*Position* *Director, unit*

*Font : Bookman Old Style*

*Font Size: 12 for Titles and 11 for contents*