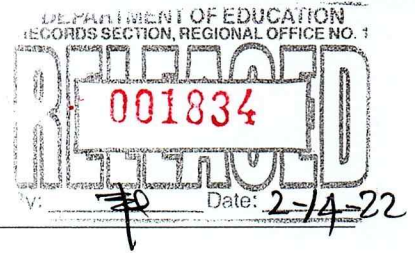




Republic of the Philippines  
**Department of Education**  
 Region I



Office of the Regional Director

REGIONAL MEMORANDUM  
 No. 144, s. 2022

FEB 14 2022

**CAPACITY BUILDING & TRAINING ROLL-OUT FOR SCHOOLS DIVISION  
 OFFICES PRIMARY USERS ON THE PROGRAM MANAGEMENT INFORMATION  
 SYSTEM (PMIS)**

To: **Schools Division Superintendents  
 Chiefs/Heads Regional Office Functional Divisions/Units**

1. The DepEd Regional Office 1, through the Policy, Planning and Research Division (PPRD) will be conducting the Capacity Building and Training Roll-out on Program Management Information System (PMIS) on March 1-4, 2022, via Zoom (*Generated ID 965 7769 9654; Passcode: 924812*). The activity aims to capacitate primary users of the PMIS in the Schools Division Offices on the DepEd Order No. 11, s. 2021 and the new and enhanced facilities of the system.

2. The participants in the said training are the following Primary Users of the PMIS per Schools Division Office:

Participants	Office	Number
SDS/ASDS	OSDS	2
Administrative Officer	OSDS	1
Personnel Officer	OSDS	1
Legal Officer	OSDS	1
ITO	OSDS	1
HRMO	OSDS	1
Supply Officer	OSDS	1
Accountant	OSDS	1
Budget Officer	OSDS	1
Cashier	OSDS	1
Chief, SGOD	SGOD	1
Planning Officer	SGOD	1
SEPS Planning & Research	SGOD	1
SEPS M&E	SGOD	1
Physical Facilities Coordinator	SGOD	1
Chief CID with 2 Program Owners	CID	3
1 BAC secretariat	BAC	1
<b>TOTAL</b>		<b>20</b>

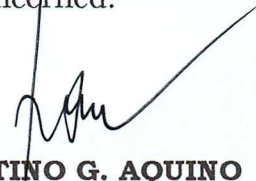
**DepEd Region 1: Built on character; empowered by competence.**



Flores St., Catbangen, City of San Fernando, La Union  
 (072) 607-8137 / 682-2324  
 region1@deped.gov.ph | www.depedro1.com



3. Participants are the primary users of the PMIS and are expected to be well-versed on the use of computer office applications. Each participant should have his/her own laptop/desktop to be used during the training. Trainers will be from the Planning and Programming Division, Planning Service of the DepEd Central Office and from the Regional Office.
4. Attached is Annexes A & B, the Tentative Program of Activities & PMIS Program Management Team, respectively. Please confirm attendance by accomplishing Registration Form at <https://tinyurl.com/7u8evnhv>.
5. For information, guidance, and attendance of all concerned.

  
**TOLENTINO G. AQUINO**  
Director IV



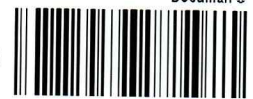
Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

ENHANCED INFORMATION MANAGEMENT SYSTEM USERS

PPRD/pjc/RM\_pmistraining  
February 9, 2022



DepEd R01



Documan®

P P R D 2 1 0 5 9 9

## Annex A – Tentative Program of Activities

<b>Day/Time</b>	<b>Activity</b>	<b>Responsible Office/ Person</b>
<b>Day 1</b> 8:00 – 9:00am	Registration	Claire L. Sibulo
9:00 – 9:30am	Opening Program  *Lupang Hinirang *Prayer *Region 1 Hymn *Acknowledgement of Participants  *Message  *Statement of Purpose	*AVP *Joey M. Pimentel * AVP *Pedro Jose C. Cudal  <b>*Tolentino G. Aquino</b> Regional Director  <b>*Cecilia P. Rosido</b> Chief, PPRD
9:30 - 10:00am	Presentation of Program Background: Overview, Objectives and Schedule of activities	<b>Cecilia P. Rosido</b> Chief, PPRD
10:00 – 10:15am	Health Break	
10:15 – 11:30am	Session 1 – DepEd Order No. 11, s. 2021 *Policy Cover *Rationale *Scope *Definition of terms *Policy Statement	Deryll S. Santos PPD
11:30 – 12:00nn	Open Forum (Q & A)	Stephanie Alyssa T. Montemayor
12:00 - 1:00pm	Lunch Break	
1:00 – 3:30pm	Session 2 – DepEd Order No. 11, s. 2021 *PMIS Major processes & accountability per level of governance *Monitoring & Evaluation *References and transitory provision	Deryll S. Santos PPD
3:30 – 4:00pm	Open Forum (Q&A)	Stephanie Alyssa T. Montemayor
4:15 – 4:30pm	Day 1 Training Evaluation of participants	QAD
4:30 – 5:00pm	Day 1 Debriefing of the PMT	PPRD
<b>Stephanie Alyssa T. Montemayor</b> <b>Officer of the Day</b>		
<b>Day 2</b> 8:30 – 9:00am	Preliminaries and Recapitulation	Leah L. Olua EPS, PPRD
<b>Plan Preparation &amp; Budget Allocation</b>		
9:00 – 11:30am	*Basics of WFP	Deryll S. Santos

		PPD
	*Allocate Budget	Ederlyn M. Pimentel
11:30 – 12:00nn	Open Forum (Q&A)	Leah L. Olua
12:00 – 1:00pm	Lunch Break	
1:00 – 3:00pm	*Expenditure Matrix & simulation	Pedro Jose C. Cudal
3:00 – 4:00pm	*APP-CSE Simulation	Ederlyn M. Pimentel
4:00 – 4:15pm	Open Forum (Q&A)	Leah L. Olua
4:15 – 4:30pm	Day 2 Training Evaluation of participants	QAD
4:30 – 4:45pm	Reminders & announcements for Day 3	PPRD
4:45 – 5:00pm	Debriefing of PMT	PPRD
<b>Leah L. Olua Officer of the Day</b>		
<b>Day 3</b> 8:30 – 9:00am	Preliminaries and Recapitulation	Stephanie Alyssa T. Montemayor
9:00 – 12:00nn	*PPMP with simulation	Ederlyn M. Pimentel
	*Review & Updating of Status of WFP	Pedro Jose C. Cudal
	Simulation	
12:00 – 1:00pm	LUNCH BREAK	
<b>Implementation Stage</b>		
1:00 – 2:00pm	AR/ATC Facility	Pedro Jose C. Cudal
	Simulation	
<b>Progress Monitoring</b>		
2:00 – 4:00pm	Sub-ARO Facility & Simulation	Ederlyn M. Pimentel
4:00 – 4:15pm	Day 3 Training Evaluation of participants	QAD
4:15 – 4:30pm	Reminders & announcements for Day 3	PPRD
4:30 – 5:00pm	Debriefing of PMT	PPRD
<b>Leah L. Olua Officer of the Day</b>		
<b>Day 4</b> 8:30 – 9:00am	Preliminaries and Recapitulation	Stephanie Alyssa T. Montemayor
9:00 – 12:00am	Accomplishment Reporting (Physical & Financial)	Ederlyn M. Pimentel & Pedro Jose C. Cudal
	Simulation	
<b>Plan Adjustment</b>		
1:00 – 3:30pm	Plan Adjustments Plan Adjustment Facility Module	Pedro Jose C. Cudal
	Simulation	
3:30 – 4:00pm	Open Forum (Q&A)	Stephanie Alyssa T. Montemayor
4:00 – 4:15pm	Day 4 Training Evaluation of participants	QAD
4:15 – 4:30pm	Synthesis	PPRD
<b>Stephanie Alyssa T. Montemayor Officer of the Day</b>		

4:30 – 5:00pm	<b>Closing Program</b> *Ways Forward	PPRD <b>Cecilia P. Rosido</b> Chief, PPRD
	*Closing Message	<b>Ronald B. Castillo</b> Asst. Regional Director
	*Closing Song	AVP

**HOME SWEET HOME**

**PMIS Program Management Team (PMT)**

<b>CO PMT</b>	<b>Position</b>
Mary Jane Feliciano	Chief, PPD
Edwin E. Calubag	Asst. Chief, PPD
Marlon B. Custodio	SEPS
Arnold Sayson	IT Consultant, ICTS
Alvin S. Salcedo	ITO, PPD
John Carlo S. Astilla	EPS II, PPD
Deryll S. Santos	AA II, PS.PPD

<b>RO PMT</b>	<b>Position</b>
Tolentino G. Aquino	Regional Director
Ronald B. Castillo	Asst. Regional Director
Atty. Rhea Joy Carbonell	Chief Administrative Officer
Arnold I. Vino	Chief Administrative Officer
Cecilia P. Rosido	Chief, PPRD
Dinah C. Bonao	Chief, HRDD
Oscar P. Flores	Chief, QAD
Arlene A. Niro	Chief, CLMD
Maria Teresa M. Bautista	Chief, FTAD
Sarah Q. Casuga	Chief, ESSD
Darius N. Nieto	BAC Secretariat
Rowie Red N. Balanon	Head, Asset Unit
Ederlyn M. Pimentel	AO II
Leah L. Olua	Secretariat
Pedro Jose C. Cudal	Secretariat
Stehanie Alyssa T. Montemayor	Secretariat
Joey M. Pimentel	Secretariat
Arturo R. Manalang, Jr.	Secretariat
Claire L. Sibulo	Secretariat