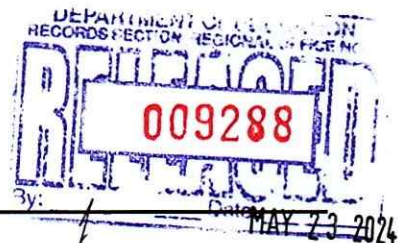




Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 584 s. 2024

To: Schools Division Superintendents

**REGIONAL TRAINING-WORKSHOP ON THE ENHANCED PROGRAM  
 MANAGEMENT INFORMATION SYSTEM (PMIS)**

1. The Program Management Information System (PMIS) is a web-based information system designed to improve DepEd's progress monitoring of the status of program and project implementation. It will provide quality, relevant, and timely information that can be used for planning and budgeting, results monitoring and evaluation, and for policy decisions across governance levels. The Program Management Information System (PMIS) was operationalized through DepEd Order (DO) No. 011, s. 2021 entitled **"Guidelines on the Operationalization of the Program Management Information System (PMIS)"**. Onward on its dissemination, various updates had been incorporated in the said system including its pilot implementation in the school level for selected regions just after the conduct of the National Training of Trainers (NTOT) on November 20-24, 2023.

2. To fully operationalize incorporating said updates on the system, the DepEd Regional Office 1 through the Policy, Planning and Research Division (PPRD) will be conducting the Regional Training-Workshop on the Enhanced Program Management Information System (PMIS) at the National Educators Academy of the Philippines – Region 1 (NEAP R-1), as follows:

<b>SDO Participants</b>	<b>Batch 1 June 10-11, 2024</b>	<b>Batch 2 June 13-14, 2024</b>
Planning Officer	Schools Divisions of Ilocos Norte, Batac City, Laoag City, Ilocos Sur, Vigan City, Candon City & La Union	Schools Divisions of San Fernando City, Pangasinan I, Pangasinan II, San Carlos City, Urdaneta City & Vigan City
Budget Officer		
SEPS SMME		
1 BAC Secretariat		
Supply Officer		
Accountant		
ITO 1		



Flores St., Catbangen, City of San Fernando, La Union

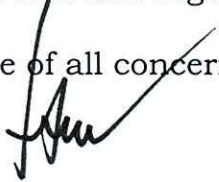
Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I | region1@deped.gov.ph | www.depedro1.com

3. Participants are required to bring their laptop and extension chord and to register at: ***tinyurl.com/regPMISsdo*** not later than June 3, 2024. Proxy is not allowed. First meal to be served is breakfast on Day 1 while the last meal is afternoon snack on Day 2.

4. Attached are ***Annexes 1 & 2: Tentative Program of Activities and Members of the Regional Management Training Team***, respectively. Travel expenses of participants shall be charged to their respective local funds subject to usual accounting and auditing rules and regulations.

5. For information, guidance and attendance of all concerned.

  
**TOLENTINO G. AQUINO**

 Director IV 

Encl.: As stated.

Reference:

To be indicated in the Perpetual Index

Under the following subjects:

MONITORING AND EVALUATION

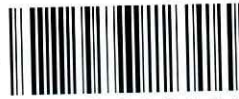
PROGRAMS

PROJECTS

PPRD/pjc/RM\_PMISsdo  
May 21, 2024



DepEd RO1



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**Annex A: Tentative Program of Activities**

<b>Time</b>	<b>Activities</b>	<b>Responsible Persons</b>
<b>DAY 1</b> 8:00-8:30am	Registration	PPRD
8:30-9:00am	<b>Opening Program</b> *Lupang Hinirang (Audio Video)  *Prayer (Audio Video)  *Region 1 Hymn (Audio Video)  *Quality Policy Statement  *Acknowledgement of Participants & Training Team  *Welcome Remarks  *Message	<b>Mariane Lagera</b> ADAS I, PPRD  <b>Joey M. Pimentel</b> Statistician I, PPRD  <b>Rhoda T. Razon</b> Asst. Reg'l. Director  <b>Tolentino G. Aquino</b> Regional Director
9:00-9:10am	Statement of Purpose	<b>Cecilia P. Rosido, PhD.</b> Chief, PPRD
9:10-10:00am	*Presentation of Training Design *Rationale & Background *Navigating the Basics of PMIS *Policy Issuances & Updates	<b>Pedro Jose C. Cudal</b> Planning Officer III
10:00 -10:15am	Morning Break	
10:15 – 10:45am	*PMIS Key Features and Functionalities *Strategic and Operations Planning *PMIS Process and Timelines *Accessing the PMIS	<b>Pedro Jose C. Cudal</b> Planning Officer III
10:45 – 12:00nn	*Individual Allocation *Adjustment of Allocation *Voiding Allocation  <i>Workshop: Allocating &amp; adjusting Budget (Proposal to NEP to GAA)</i>	<b>Jelouffay C. Mandac</b> Budget Officer SDO Ilocos Norte
12:00-1:00pm	Lunch Break	
1:00-2:30pm	*Preparation of Expenditure Matrix (Offline Encoding)  <i>Workshop: Preparation and Uploading of EM</i>	<b>Liezl Mique</b> EPS, QAD
2:30-3:00pm	*Project Procurement Management Plan (PPMP) *Annual Procurement Plan for Commonly Used Supplies and Equipment (APP-CSE)	<b>Carlo Agustin</b> ITO 1 Alaminos City

	<b>Workshop: Updating of PPMP Details and List of APP-CSE</b>	
3:15-5:00pm	*Activity Request (AR) *Authority to Conduct (ATC) *Adding Activity as ATC  <b>Workshop: Preparation of AR, ATC)</b>	<b>Pedro Jose C. Cudal</b> Planning Officer III
<b>DAY 2</b>		
8:00 – 8:15am	Management of Learning	
8:15 – 10:00am	*Sub-Allotment Release Order (Sub-ARO) *Financial Accomplishment (Obligation and Disbursement)  <b>Workshop: Sub-ARO release &amp; Financial Accomplishment</b>	<b>Jelouffay C. Mandac</b> Budget Officer SDO Ilocos Norte
10:00 – 10:15	Health Break	
10:15 – 12:00nn	*Physical Accomplishment  <b>Workshop: Physical Accomplishments</b>	<b>Liezl Mique</b> EPS, QAD
12:00 – 1:00pm	Lunch Break	
1:00 – 3:00pm	*Plan Adjustment  <b>Workshop: Plan Adjustment</b>	<b>Carlo Agustin</b> ITO 1 Alaminos City
3:00 – 3:15pm	Health Break	
3:15 – 4:30pm	Preparation of Catch Up Plan	<b>Liezl Mique</b> EPS, QAD
4:30 – 5:00pm	Closing Program	<b>PPRD</b>
<b>MASTER OF CEREMONY</b>  <b>Leah L. Olua</b> Batch 1  <b>Stephanie Alyssa T. Montemayor</b> Batch 2		

**Annex 2: Members of the Regional Management Training Team**

<b>Name</b>	<b>Position</b>
1. Tolentino G. Aquino	Regional Director
2. Rhoda T. Razon	Assistant Regional Director
3. Atty. Rhea Joy Carbonell	Chief Administrative Officer, AD
4. Cecilia P. Rosido	Chief, PPRD
5. Oscar P. Flores	Chief, QAD
6. Arnold I. Vino	Chief Administrative Officer, FD
7. Sammy Legaspi	Head/ICTU
8. Liezl Mique	Trainer – EPS, QAD
9. Jelouffey Mandac	Trainer – Budget Officer, SDO Ilocos Norte
10. Carlo Agustin	Trainer – ITO 1, SDO Alaminos City
11. Pedro Jose Cudal	Trainer – PO III, PPRD
12. Leah L. Olua	Batch 1 Secretariat – EPS, PPRD
13. Mariane Lajera	Batch 1 Secretariat – ADAS I, PPRD
14. Stephanie Alyssa T. Montemayor	Batch 2 Secretariat – EPS II, PPRD
15. Joey M. Pimentel	Batch 2 Secretariat – Statistician 1, PPRD