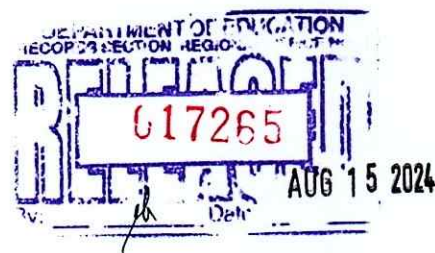




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 956 s. 2024

To: Schools Division Superintendents

**REGIONAL TRAINING-WORKSHOP ON THE SCALE-UP IMPLEMENTATION
 OF THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)
 AT SCHOOL LEVEL**

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 including the implementation of the PMIS at the school level, the DepEd Regional Office 1 through the Policy, Planning and Research Division (PPRD) will be conducting the **Regional Training-Workshop on the Scale-Up Implementation of the Program Management Information System (PMIS) at School Level** at the National Educators Academy of the Philippines – Region 1 (NEAP R-1), with the following details:

Division	No. of Schools	No. of Participants	Batch	School Participants (6 per school)
Ilocos Norte	3	18	Batch 1 Sept. 2-5, 2024	*1 School Head *5 Non-Teaching Personnel/ Support Staff: (1 Member of School Planning Team, 1 Finance Personnel, 1 Member School Monitoring Team, 1 Member School BAC/Procurement Team, 1 Property Custodian)
La Union	3	18		
Pangasinan II	4	24		
Dagupan City	1	6		
Laoag City	1	6		
San Carlos City	1	6		
Ilocos Sur	3	18	Batch 2 Sept. 24- 27, 2024	
Pangasinan I	4	24		
Alaminos City	1	6		
Batac City	1	6		
Candon City	1	6		
San Fernando City	1	6		
Urduaneta City	1	6		
Vigan City	1	6		
Total	26	156		



3. All participants are required to bring their laptop and extension chord and to register at: <https://tinyurl.com/mrxyt8wn> not later than August 28, 2024. Proxy is not allowed. Check-in time is 12NN on September 2, 2024 (Batch 1) and September 24, 2024 (Batch 2). First meal to be served is lunch on Day 1 while the last meal is afternoon snack on Day 4.

4. Attached are **Annexes 1, 2 & 3: Tentative Program of Activities, Members of the Regional Management Training Team and List of Implementing Unit (IU) School Participants**, respectively. Travel expenses of participants shall be charged to their respective local funds subject to usual accounting and auditing rules and regulations.

5. This Memorandum serves as the Official Authority to Travel of identified members of the Regional Management Training Team.

6. 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_PMISschool
August 14, 2024



DepEd RO1



PPRD240353

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Annex 1: Tentative Program of Activities

Time	Activities	Responsible Persons
Day 1		
12:00-1:00pm	Arrival, Check-in & Registration of Participants	PPRD
1:00-1:20pm	Opening Program *Lupang Hinirang (Audio Video) *Prayer (Audio Video) *Region 1 Hymn (Audio Video) *Quality Policy Statement *Acknowledgement of Participants & Training Team *Welcome Remarks *Message Statement of Purpose *Presentation of Training Design	MARIANE P. LAGERA ADAS I, PPRD LEAH L. OLUA EPS, PPRD RHODA T. RAZON Asst. Reg'l. Director TOLENTINO G. AQUINO Regional Director CECILIA P. ROSIDO, PhD. Chief, PPRD PEDRO JOSE C. CUDAL Planning Officer III
1:20-3:00pm	*Rationale & Background *Navigating the Basics of PMIS *Policy Issuances & Updates *PMIS Key Features and Functionalities	PEDRO JOSE C. CUDAL Planning Officer III
3:00-3:10pm	Health Break	
3:10-5:00pm	*Strategic and Operations Planning *PMIS Process and Timelines *Accessing the PMIS *Workshop & Simulation: Accessing the PMIS	PEDRO JOSE C. CUDAL Planning Officer III
Day 2		
8:00-10:00pm	*Management of Learning *Individual Allocation *Adjustment of Allocation *Voiding Allocation *Workshop & Simulation: Allocating & adjusting Budget (Proposal to NEP to GAA)	JELOUFFAY C. MANDAC Budget Officer SDO Ilocos Norte
10:00-10:10am	Health Break	
10:10-12:00nn	*Preparation of Expenditure Matrix (Offline Encoding) *Workshop & Simulation: Preparation and Uploading of EM	LIEZL MIQUE EPS, QAD
12:00-1:00pm	Lunch Break	
1:00-3:00pm	*Continuation of: *Workshop & Simulation: Preparation and Uploading of EM	LIEZL MIQUE EPS, QAD
3:00-3:10pm	Health Break	

3:10-5:00pm	*Project Procurement Management Plan (PPMP) *Annual Procurement Plan for Commonly Used Supplies and Equipment (APP-CSE) *Workshop & Simulation: Updating of PPMP Details and List of APP-CSE	RUSSELL J. MILANES AO 1, Administrative Div.
Day 3		
8:00 – 9:00am	*Management of Learning *Continuation: *Workshop & Simulation: Updating of PPMP Details and List of APP-CSE	RUSSELL J. MILANES AO 1, Administrative Div
9:00-10:00am	*Activity Request (AR) *Authority to Conduct (ATC) *Adding Activity as ATC	PEDRO JOSE C. CUDAL Planning Officer III
10:00 – 10:10am	Health Break	
10:10 – 12:00nn	*Workshop & Simulation: Preparation of AR, ATC	PEDRO JOSE C. CUDAL Planning Officer III
12:00 – 1:00pm	Lunch Break	
1:00 – 3:00pm	*Continuation: *Workshop & Simulation: Preparation of AR, ATC	PEDRO JOSE C. CUDAL Planning Officer III
3:00 – 3:10pm	Health Break	
3:10 – 5:00pm	*Sub-Allotment Release Order (Sub-ARO) *Financial Accomplishment (Obligation and Disbursement) *Workshop & Simulation: Workshop on Financial Accomplishments and Allocation of Funds	JELOUFFAY C. MANDAC Budget Officer SDO Ilocos Norte EDERLYN PIMENTEL Budget Officer III, FD
Day 4		
8:00 – 10:00am	*Management of Learning *Continuation: *Workshop & Simulation: Workshop on Financial Accomplishments and Allocation of Funds	JELOUFFAY C. MANDAC Budget Officer SDO Ilocos Norte EDERLYN PIMENTEL Budget Officer III, FD
10:00 – 10:10am	Health Break	
10:10 – 12:00nn	*Physical Accomplishment *Workshop & Simulation: Physical Accomplishment	EDERLYN PIMENTEL Budget Officer III, FD
12:00 – 1:00pm	Lunch Break	
1:00 – 4:30pm	*Continuation: *Workshop & Simulation: Physical Accomplishment *Plan Adjustment *Workshop & Simulation: Plan adjustment	EDERLYN PIMENTEL Budget Officer III, FD LIEZL MIQUE EPS, QAD
4:30 – 5:00pm	Closing Program	PPRD
LEAH L. OLUA (Batch 1) Master of Ceremony STEPHANIE ALYSSA T. MONTEMAYOR (Batch 2) Master of Ceremony		

Annex 2: Members of the Regional Management Training Team

Name	Position
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, FD
7. Sammy Legaspi	Head/ICTU
8. Liezl Mique	Trainer – EPS, QAD
9. Jelouffey Mandac	Trainer – AO V, SDO Ilocos Norte
10. Pedro Jose Cudal	Trainer – PO III, PPRD
11. Darius Nieto	PDO IV/Member BAC Secretariat
12. Ederlyn Pimentel	Trainer - AO V, FD
13. Leah M. Paet	AO V – Cash Section
14. Russell J. Milanes	Trainer - AO I, AD
15. Elvira Bueno	AO IV – Procurement Section
16. Leah L. Olua	Batch 1 Secretariat – EPS, PPRD
17. Mariane Lajera	Batch 1 Secretariat – ADAS I, PPRD
18. Stephanie Alyssa T. Montemayor	Batch 2 Secretariat – EPS II, PPRD
19. Joey M. Pimentel	Batch 2 Secretariat – Statistician 1, PPRD

Annex 3 – List of Implementing Unit (IU) School Participants

	DIVISION	SCHOOL ID	SCHOOL NAME
1	Ilocos Norte	300029	Sarrat NHS
2	Ilocos Norte	300028	San Nicolas NHS
3	Ilocos Norte	300003	Bangui NHS
4	Ilocos Sur	300063	Narvacan National Central HS
5	Ilocos Sur	300086	Tagudin NHS
6	Ilocos Sur	300080	Sinait NHS
7	La Union	300132	Regional Science High School
8	La Union	300120	Luna National High School
9	La Union	321010	Sto. Tomas National High School
10	Pangasinan I	300233	Pangasinan NHS
11	Pangasinan I	300183	Calasiao Comprehensive NHS
12	Pangasinan I	300222	Mangatarem NHS
13	Pangasinan I	300179	Burgos NHS
14	Pangasinan II	300287	Benigno V. Aldana NHS
15	Pangasinan II	300308	Don Ramon E. Costales MNHS
16	Pangasinan II	300326	Mangaldan NHS
17	Pangasinan II	300363	Tayug NHS
18	Alaminos City	300155	Alaminos City National High School
19	Batac City	320804	City of Batac National High School Poblacion
20	Candon City	300044	Candon National High School
21	Dagupan City	300368	Dagupan City NHS
22	Laoag City	300373	Ilocos Norte College of Arts and Trades
23	San Carlos City	300388	Speaker Eugenio Perez National Agricultural School
24	San Fernando City	300118	La Union NHS
25	Urdaneta City	300394	Badipa National High School
26	Vigan City	300052	Ilocos Sur NHS