



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 922 s. 2026

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

To: Schools Division Superintendents

1. The Program Management Information System (PMIS) is a web-based platform designed to enhance how DepEd monitors and tracks its programs and project implementations. It delivers high-quality, timely data to support planning, budgeting, policy decisions, and results evaluation across all governance levels. Operationalized under DepEd Order No. 011, s. 2021, the system has since been updated and pilot-tested at the school level in selected regions.
2. To fully operationalize and incorporate said updates on the system, including the implementation of the PMIS at the school level, the DepEd Regional Office I through the Policy, Planning and Research Division (PPRD) will conduct 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), on August 4-7, 2026 with the following details:

Division	No. of Schools	No. of Participants	School Participants
Ilocos Norte	1	6	*1 School Head
Ilocos Sur	1	6	*1 Member of the School Planning Team
La Union	1	6	*1 Finance Personnel
Pangasinan I	2	12	*1 Member of the School Monitoring Team
Pangasinan II	1	6	*1 Member of the BAC/ Procurement
Alaminos City	1	6	*1 Property Custodian
Batac City	1	6	
Dagupan City	1	6	
Laoag City	1	6	
San Carlos City	1	6	
Urdaneta City	1	6	
Total	12	72	6

3. All participants are required to bring their laptop and extension chord, and register at <https://tinyurl.com/PMIST2026> not later than July 29, 2026. Proxy is not allowed. Check-in time is 12NN on August 4, 2026. First meal to be served is lunch on Day 1 while the last meal is afternoon snack on Day 4.

4. Participants from SDO La Union and the Regional Office I shall not be provided with breakfast, dinner and accommodation. Meals and accommodation are likewise not provided for field office drivers, if any.

5. Expenses for meals, tokens, board and lodging shall be charged against PPRDAC-26-5620-GASS-012, while travel expenses of participants shall be charged to local funds, subject to the usual accounting & auditing rules and regulations. This Memorandum serves as Travel Authority of attendees from the Regional Office I.

6. For inquiries, kindly contact Stephanie T. Montemayor of the Policy, Planning and Research Division through email address stephanie.montemayor@deped.gov.ph or pprd.region1@deped.gov.ph and/or (072) 682 2324 local 123.

7. Immediate dissemination of and compliance with this memorandum is desired.

For the Regional Director:


RHODA T. RAZON

Director III

Encl: Indicative Program of Activities, List of Implementing Unit (IU) School Participants and Members of the Regional Management and Training Team

Reference: DO 11, s. 2021 *Guidelines on the Operationalization of the Program Management Information System (PMIS)*

To be indicated in the Perpetual Index under the following subjects:

PMIS at School Level

Training-Workshop on Scale-Up Implementation

PPRD/steph/RM_PMISTrainingIUs2026
July 23, 2026

Enclosure 1 to RM No. _____, s. 2026

INDICATIVE PROGRAM OF ACTIVITIES

Time	Activities	Responsible Person
Day 1 – August 4, 2026		
12:00-1:00pm	Arrival, Check-in & Registration of Participants	PPRD
1:00-1:20pm	Opening Program *Nationalistic Song *Prayer *DepEd Quality Policy Statement *Acknowledgement of Participants *Welcome Remarks *Statement of Purpose *Message *Presentation of Training Design	LEAH L. OLUA EPS, PPRD RHODA T. RAZON Asst. Regional Director CECILIA P. ROSIDO Chief, PPRD RO1 ESTELA P. LEON-CARINO EdD, CESO III, Director IV/ Regional Director STEPHANIE T. MONTEMAYOR Planning Officer III, PPRD
1:20-3:00pm	*Rationale & Background *Navigating the Basics of PMIS *Policy Issuances & Updates *PMIS Key Features	CARLO B. AGUSTIN ITO I, SDO Alaminos City
3:00-3:15pm	Health Break	
3:15-5:00pm	*Strategic and Operations Planning *PMIS Process and Timelines *Accessing the PMIS * Workshop & Simulation: Accessing the PMIS	CARLO B. AGUSTIN ITO I, SDO Alaminos City
Day 2 – August 5, 2026		
8:00-10am	*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
10:00-10:15am	Health Break	
10:15-12:00nn	*Preparation of Expenditure Matrix (Offline Encoding) * Workshop & Simulation: Preparation and Uploading of EM	LIEZL P. MIQUE EPS, QAD
12:00-1:00pm	Lunch Break	
1:00-3:00pm	*Continuation of * Workshop & Simulation: Preparation and Uploading of EM	LIEZL P. MIQUE EPS, QAD
3:00-3:15pm	Health Break	
3:15-5:00pm	*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	RUSSEL J. MILANES AO I, Administrative Division

Day 3 – August 6, 2026		
8:00-9:00am	*Management of Learning *Continuation: *Workshop & Simulation: <i>Updating of PPMP Details and List of APP-CSE</i>	RUSSEL J. MILANES AO I, Administrative Division
9:00-10:00am	*Activity Request (AR) *Authority to Conduct (ATC) *Adding Activity as ATC	CARLO B. AGUSTIN ITO I, SDO Alaminos City
10:00-10:15am	Health Break	
10:15-12:00nn	*Workshop & Simulation: <i>Preparation of AR, ATC</i>	CARLO B. AGUSTIN ITO I, SDO Alaminos City
12:00-1:00pm	Lunch Break	
1:00-3:00pm	*Continuation of *Workshop & Simulation: <i>Preparation of AR, ATC</i>	CARLO B. AGUSTIN ITO I, SDO Alaminos City
3:00-3:15pm	Health Break	
3:15-5:00pm	*Sub-Allotment Release Order (Sub-ARO) *Financial Accomplishment (Obligation and Disbursement) *Workshop & Simulation: <i>Workshop on Financial Accomplishments and Allocation of Funds</i>	JELOUFFAY C. MANDAC Budget Officer, SDO Ilocos Norte EDERLYN M. PIMENTEL Budget Officer, Finance Division
Day 4 – August 7, 2026		
8:00-10:00am	*Management of Learning *Continuation: *Workshop & Simulation: <i>Workshop on Financial Accomplishments and Allocation of Funds</i>	JELOUFFAY C. MANDAC Budget Officer, SDO Ilocos Norte EDERLYN M. PIMENTEL Budget Officer, Finance Division
10:00-10:15am	Health Break	
10:15-12:00nn	*Physical Accomplishment *Workshop & Simulation: <i>Physical Accomplishment</i>	EDERLYN M. PIMENTEL Budget Officer, Finance Division
12:00-1:00pm	Lunch Break	
1:00-3:00pm	*Continuation: *Workshop & Simulation: <i>Physical Accomplishment</i>	EDERLYN M. PIMENTEL Budget Officer, Finance Division
3:00-3:15pm	Health Break	
3:15-4:30pm	*Plan Adjustment *Workshop & Simulation: <i>Plan Adjustment</i>	LIEZL P. MIQUE EPS, QAD
4:30-5:00pm	Closing Program *Nationalistic Song *Prayer *DepEd Quality Policy Statement *Ways Forward *Awarding of Certificates *Photo Ops	PPRD CECILIA P. ROSIDO Chief, PPRD RO1
STEPHANIE ALYSSA T. MONTEMAYOR Master of Ceremony		

Enclosure 2 to RM No. _____, s. 2026

List of Implementing Unit (IU) School Participants

	Division	School ID	School Name
1	Ilocos Norte	300002	Bacarra National Comprehensive High School
2	Ilocos Sur	300035	San Juan National High School
3	La Union	300112	Don Eulogio De Guzman Memorial National High School
4	Pangasinan I	300168	Bayambang National High School (Bayambang)
5	Pangasinan I	300193	Daniel Maramba National High School
6	Pangasinan II	300325	Manaoag National High School
7	Alaminos City	300157	Alos National High School
8	Batac City	300005	Batac National High School and Baay Bungon National
9	Dagupan City	300367	Bonuan Boquig National High School
10	Laoag City	300374	Ilocos Norte National High School
11	San Carlos City	300376	Abanon National High School
12	Urdaneta City	300410	Urdaneta City National High School

Members of the Regional Management and Training Team

Name	Position
1. Rhoda T. Razon	Director III/ Assistant Regional Director
2. Cecilia P. Rosido	Chief Education Supervisor, PPRD
3. Liezl P. Mique	Trainer - Education Program Supervisor, QAD
4. Carlo B. Agustin	Trainer - ITO, SDO Alaminos City
5. Jelouffay C. Mandac	Trainer - Budget Officer, SDO Ilocos Norte
6. Ederlyn M. Pimentel	Trainer - Budget Officer, Finance Division
7. Russel J. Milanes	Trainer – AO I, Administrative Division
8. Leah L. Olua	Secretariat - Education Program Supervisor, PPRD
9. Stephanie T. Montemayor	Secretariat - Planning Officer, PPRD
10. Gina R. Viduya	Secretariat – Education Program Specialist II, PPRD
11. Joey M. Pimentel	Secretariat - Statistician, PPRD
12. Arturo R. Manalang, Jr	Secretariat – Administrative Officer II, PPRD
13. Twinkle Hazelle C. Faraon	Secretariat – ADAS I, PPRD