



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



REGIONAL MEMORANDUM
NO.: 331.2018

RELEASED
OCT 04 2018
DEPED-CAR

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
OTHERS CONCERNED

From: **MAY B. ECLAR, Ph.D., CESO V**
Officer In-Charge
Office of the Regional Director

Date: September 24, 2018

Subject: **PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) SCHOOLS DIVISION OFFICES (SDO) ROLL OUT PHASE 1 AND 2**

1. In preparation for the full implementation of the Program Management Information System (PMIS) in 2019, this Office thru the Policy, Planning, and Research Division (PPRD) will conduct the PMIS SDO Roll Out on November 19-23, 2018 for Phase 1 and December 3-7, 2018 for Phase 2. The venue will be announced later in a separate Advisory. The objective of the three-day activity is to train primary users of PMIS in the Schools Division Offices.

2. Each SDO shall submit the list of their respective participants on or before October 31, 2018 to the PPRD thru email at pprd.depedcar@gmail.com following the attached format (Annex A). Participants who will attend the Phase 1 shall also be the participants who will attend the Phase 2. No proxy allowed. Participants are advised to bring their laptops, extension cords, and portable wifi as back-up for use during the workshop activities. The number of identified participants per SDO are the following:

Office of the Schools Division Superintendent	-	3
BAC Secretariat	-	1
Curriculum Implementation Division	-	6
School Governance and Operations Division	-	5
<u>Other PMIS users</u>	-	<u>3</u>
Total participants per SDO	=	18

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

3. There shall be two batches for each Phase. The indicative schedule is as follows:

Phase	Batch	Participating SDOs	Schedule	Check-in/ First Meal	Check-out/ Last Meal
1	1	Baguio City Benguet Mountain Province Ifugao	Nov. 19-21, 2018	Nov. 18, 2018 2:00 PM PM Snack	Nov. 21, 2018 12:00 NN Lunch
1	2	Abra Apayao Kalinga Tabuk City	Nov. 21-23, 2018	Nov. 21, 2018 2:00 PM PM Snack	Nov. 24, 2018 12:00 NN Breakfast
2	1	Baguio City Benguet Mountain Province Ifugao	Dec. 3-5, 2018	Dec. 2, 2018 2:00 PM PM Snack	Dec. 5, 2018 12:00 NN Lunch
2	2	Abra Apayao Kalinga Tabuk City	Dec. 5-7, 2018	Dec. 5, 2018 2:00 PM PM Snack	Dec. 8, 2018 12:00 NN Breakfast

4. Travel expenses and per diems of participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

6. For more inquiries, please contact Janet M. Ambucay at 074-422-9590 or at janet.ambucay@deped.gov.ph or pprd.depedcar@gmail.com.

7. For information, dissemination, and compliance.

INCLOSURE TO REGIONAL MEMORANDUM NO.:

LIST OF PARTICIPANTS

ORIENTATION OF DIVISION PLANNING OFFICERS (DPOs) ON THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) OFFLINE TEMPLATES

	NAME	POSITION/ DESIGNATION	OFFICE/ DIVISION	SEX	DATE AND TIME OF ARRIVAL	DATE AND TIME OF DEPARTURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						