



Republic of the Philippines
 DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
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REGIONAL MEMORANDUM
 NO.: 331-2018

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**

RELEASED
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- 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 19-24, 2018 for Phase 1 and December 3- 8, 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.
- 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>	-	3
Total participants per SDO	=	18

Numbers (Area Code: 074):			
of the Regional Director	422-1318	Administrative Division	422-1004
of the ARD	422-4074	Cash Section	423-2216
Unit	422-0500	Payroll Section	424-3993
ic Affairs Unit	422-1318	Records Section	423-2213
Unit	422-1318	Supply Section	422-2198
	423-2214	General Services Unit	
		CLMD	422-7096
		LRMDS	422-0815
		ESSD	423-2218
		Finance Division	422-5156
		FTAD	424-5187
		HRDD	422-0800
		NEAP-R	422-6800
		PPRD	422-0500
		QuAD	422-5187

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. 21-24, 2018	Nov. 21, 2018 2:00 PM PM Snack	Nov. 24, 2018 12:00 NN Lunch
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. 5-8, 2018	Dec. 5, 2018 2:00 PM PM Snack	Dec. 8, 2018 12:00 NN Lunch

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.