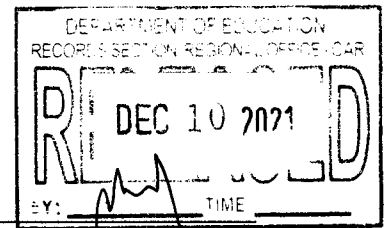




Republic of the Philippines
Department of Education



December 7, 2021

REGIONAL MEMORANDUM

No. 597.2021

**REGIONAL ORIENTATION ON THE PROGRAM MANAGEMENT
INFORMATION SYSTEM (PMIS)**

To: Assistant Regional Director
Chiefs and OIC Chiefs of the Regional Office
Schools Division Superintendents
All Others Concerned

1. In response to DepEd Memorandum OUCOS-PS-2021-045 dated November 15, 2021, the scheduled Program Management Information System (PMIS) face to face training for the Regional Office to be conducted by the Central Office PMIS Implementation Team in coordination with the Policy, Planning, and Research Division (PPRD) and Quality Assurance Division (QAD) will be on December 15-17, 2021 at the NEAP-CAR, DepEd-CAR, Wangal, La Trinidad, Benguet.
2. The objectives of the face to face activity are:
 - a. To orient and update primary users of the PMIS enhancements,
 - b. To capacitate PMIS teams on their roles and functions through Workshops and simulation activities, and
 - c. To address issues and concerns relative to the PMIS.
3. No proxy for all identified participants. All participants should bring their own laptops and extension cords.
4. Board and lodging, meals, and other expenses shall be provided and shall be charged to the downloaded PMIS Program Support Funds (PSF) subject to the usual accounting and auditing rules and regulations. Lodging of participants will be at the NEAP-CAR, DepED-CAR, Wangal, La Trinidad, Benguet. First meal will be Dinner of December 14, 2021 and last meal will be PM Snack of December 17, 2021. Please confirm attendance thru this link: <https://tinyurl.com/PMISReg2021> , on or before December 13, 2021.



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5. All participants should be vaccinated and should bring their Vaccination Card to be presented in the triage area. All participants should strictly follow health protocols of wearing facemasks and maintaining social distancing at all times.
6. Please see attached enclosures for guidance and reference
Enclosure 1: List of Participants and TWG
Enclosure 2: Indicative Program of Activities
7. For immediate dissemination.


ESTELA L. CARIÑO, Ed D CESO III
Regional Director 

PPRD/ALP/jbma/11.29.2021



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Enclosure no. 1

1. List of Participants

Division	Participant	Position	No.
Regional Office			
	Estela L. Cariño EdD, CESO III	RD	1
	Florante E. Vergara	OIC-ARD	1
Division Chiefs	Aida L. Payang	CES	1
	Maksim Botilas	OIC- CES	1
	Edgardo Alos	CAO	1
	Rosita Agnasi	CES	1
	Atty. Sebastian Tayaban	CAO	1
	Edgar Madlaing	CES	1
	Sasha Joseph Daganos	OIC-CES	1
	Jennifer Ande	CES/OIC-NEAP	1
ORD – Proper	Edralyn C. Ganga	ADAS III	1
	Janette Payang		
ORD – ICTU	Jumar Yago-an	AO V	1
ORD – Legal	Dalton S. Teliao	Legal Assistant I	1
ORD – Pau	Georaloy I. Palao-ay	PDO II	1
OARD	Pauline Rose Pasigon	ADA	1
Administrative Division	Dumas Aban	AO II	1
CLMD	Georgina Ducayso	EPS	1
	Patricio Dawaton	EPS	1
	Asterio Madalla	EPS	1
	Corazon Alos	EPS	1
	Jonalyn Ambrona	EPS	1
ESSD	Mayclaire Jimenez	PDO IV	1
	Manuel Dangawen	Dentist III	1
Finance	Corazon Walcien	Accountant III	1
	Erniely Godoy	Budget Officer III	1
	Fremalyn Paclos	Accountant I	1
FTAD	Alfredo Lanas	EPS	1
HRDD	Charline Balahyas	ADAS I	1
QAD	Annie Rose Cayasen	EPS	1
	Leonardo Aquino	EPS	1
	Jose Lorenzo Cobarrubias	ADAS I	1
BAC	Cornelia Adaci-Dulnuan	SAO	1
PPRD	Florence E. Balictan	EPS	1
	Janet M. Ambucay	PO III	1
	Crisanta Pantaleon	EPS II	1
	Manilyn Botilas	Stat. I	1
	Jennelyn Kitongan	AO II	1
	Melandro L. Payang	ADAS I	1



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Schools Division Offices		
	Division Planning Officers	8
	Division Budget Officers	8
	Division SEPS for SMME	8
Central Office		
	Alvin Salcedo	1
	Deryll Santos	1
	Ramil Chua	1
	Cecilia Maris Carnecer	1
	Marc Brian Barit	1
	Leon Gonzales	1
	Arnold Sayson	1
	Total:	70

2. The technical working committees are as follows:

COMMITTEE	NAME	TERMS OF REFERENCE
Over-all	AIDA L. PAYANG Ed D Chairperson MAKSIM A. BOTILAS Co-Chairperson JANET M. AMBUCAY Program Focal Person	Manages the over-all conduct of the activity
Internet Connectivity	MELANDRO L. PAYANG Chairperson Members: All PPRD and QAD Staff	Ensures continuous internet connectivity
Secretariat (PPRD)	MANILYN D. BOTILAS Chairperson Members: All PPRD and QAD Staff	Ensures readiness of all materials needed (attendance, certificates, food, tokens, venue/hall, and accommodation)
Programme	FLORENCE E. BALICTAN - PPRD Chairperson LEONARDO AQUINO - QAD Co-chairperson Members: All PPRD and QAD Staff	Acts as facilitator, emcee, and ensures smooth flow of activities.
Minutes/ Issues and Concerns	JENNELYN B. KITONGAN - PPRD Chairperson Members: All PPRD and QAD Staff	Prepares minutes and consolidates Issues and concerns raised



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COMMITTEE	NAME	TERMS OF REFERENCE
Hall and Stage Preparation	ANNIE ROSE B. CAYASEN, QAD Chairperson Members: PPRD Staff and QAD Staff	In-charge of stage preparation and decoration.
Evaluation	CRISANTA P. PANTALEON - PPRD Chairperson JOSE LORENZO C. COBARRUBIAS – QAD Co-chairperson Members: All PPRD and QAD Staff	Prepares post-activity evaluation.



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Enclosure 1 to Regional Memorandum No. _____ (Regional Orientation on the Program Management Information System)

REGIONAL ORIENTATION ON THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

December 15-17, 2021

NEAP-CAR, DepEd-CAR, Wangal, La Trinidad, Benguet

INDICATIVE PROGRAMME OF ACTIVITIES

Time	Activity (Day 1) DECEMBER 15, 2021	Person-in-charge/ Resource Speaker
6:00 AM - 6:30 AM	Wellness Exercise	Secretariat
6:31 AM - 7:00 AM	Breakfast	
7:01 AM - 7:30 AM	Registration	Secretariat
7:31 AM - 8:00 AM	Preliminaries: - Lupang Hinirang - Prayer - Cordillera Hymn - DepEd Quality Policy - Attendance Check - Statement of Purpose - Opening Remarks/ Welcome/ Message	Secretariat
8:01 AM - 12:00 NN	Presentation of Program Background: Overview of the RT, Objectives and Schedule of Activities and Pre-test	CO and RO PMIS Implementation Team
	Session 1: DepEd Order No. 11, s. 2021	
	Policy Cover	AIDA L. PAYANG Ed D
	Rationale	Chief Education Supervisor
	Scope	Policy, Planning, and Research Division
	Definition of Terms	
	Policy Statement	
	Open Forum (Q & A) – Part 1	FLORENCE E. BALICTAN - Facilitator
12:01 NN - 1:00 PM	Lunch Break	
1:01 PM - 5:00 PM	Session 2 DepEd Order No. 11, s. 2021	
	PMIS Major Processes and Accountability per Level of Governance	CO and RO PMIS Implementation Team
	Monitoring & Evaluation	
	References and Transitory Provision	
5:01 PM - 8:00 PM	Open Forum (Q & A) – Part 2	
	Day 1 Program Evaluation of the Participants for the PMIS RT	FLORENCE E. BALICTAN - Facilitator
	Reminders and Announcements for Day 2	
	Simulation exercises in the STAGING SITE	Participants
	Day 1 Debriefing of the Program Management Team	CO and RO PMIS Implementation Team
	Dinner/ End of Day 1	
Time	Activity (Day 2) DECEMBER 16, 2021	Person-in-charge/ Resource Speaker
6:30 AM - 7:30 AM	Wellness Exercise	Secretariat
7:31 AM - 8:00 AM	Breakfast	
8:01 AM - 8:30 AM	Preliminaries (MOL: Prayer, Nationalistic Song, Attendance Check, Energizer, Recapitulation)	CLMD, HRDD, QAD, Finance
8:31 AM - 12:00 NN	Session 3: Enhanced WFP Modules	
	Tagging of specific activity that will contribute one or more Convergence Programs (New Module)	
	"Mark as Reviewed" button or POs (within their level of governance)	
	Display on "View Activity Details" the Total Amount of AR/ATC Request, ORS Obligated and Actual Disbursement	CO and RO PMIS Implementation Team
	Adjustment on naming convention of Output and Activity code for multiple allocation	
	New button "Submit for for (1st, 2nd, 3rd, 4th) Quarter Verification", "View Quarter Accomplishment" and "Submit for "Next Quarter Plan Adjustment"	
	Open Forum (Q & A) – Part 1	LEONARDO M. AQUINO - Facilitator

REGIONAL ORIENTATION ON THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

December 15-17, 2021

NEAP-CAR, DepEd-CAR, Wangal, La Trinidad, Benguet

INDICATIVE PROGRAMME OF ACTIVITIES

Time	Activity (Day 2) DECEMBER 16, 2021 - Continuation	Person-in-charge/ Resource Speaker
12:00 NN - 1:00 PM	Lunch Break	
1:01 PM - 5:00 PM	Session 4: Enhanced AR/ATC Facility	CO and RO PMIS Implementation Team
	<i>Printable template for AR/ATC to Planning/ Progress Monitoring, Budget, Accounting and Approving Authority</i>	
	<i>"Thru Field" (with default 3 signatories)</i>	
	Session 5: Enhanced Sub-ARO Facility	
	<i>Tab to separate the Issued and Received Sub-ARO</i>	
	Session 6: Enhancements on Accomplishment Reporting (Obligation/ Disbursement)	
	<i>Revised Mass Uploading of ORS and Disbursement Data within the functional Divisions of each Region or Division</i>	
	<i>Uploading template in CSV format</i> <i>To allow the Budget Officer and Accounting Officer to remove incorrect uploaded data (deleting)</i>	
5:01 PM - 8:00 PM	Open Forum (Q & A) – Part 2	LEONARDO M. AQUINO - Facilitator
	Day 2 Program Evaluation of the Participants for the PMIS RT	
	Reminders and Announcements for Day 3	Participants
	Simulation exercises in the STAGING SITE	
	Day 2 Debriefing of the Program Management Team	CO and RO PMIS Implementation Team
Time	Activity (Day 3) DECEMBER 17, 2021	Person-in-charge/ Resource Speaker
6:30 AM - 7:30 AM	Wellness Exercise	Secretariat
7:31 AM - 8:00 AM	Breakfast	
8:01 AM - 8:30 AM	Preliminaries (MOL: Prayer, Nationalistic Song, Attendance Check, Energizer, Recapitulation)	ESSD, ORD, FTAD, Admin
8:31 AM - 12:00 NN	Session 7: Enhancements on Plan Adjustment Module <i>Management of the Plan Adjustment Facility within Regional and Division Planning officer.</i>	CO and RO PMIS Implementation Team
	Open Forum (Q & A) – Part 3	MANILYN D. BOTILAS - Facilitator
12:00 NN - 1:00 PM	Lunch Break	
1:01 PM - 5:00 PM	Planning for the SDO Level Training	CO and RO PMIS Implementation Team
	Day 3 Program Evaluation of the Participants for the PMIS RT	
	Overall/End Program Evaluation Closing Program/ Ways Forward/ Acknowledgement	MELANDRO L. PAYANG
	Day 3 Debriefing of the Program Management Team	CO and RO PMIS Implementation Team