DIVISION MEMORANDUM
No. 142, s. 2019

December 9, 2019

UTILIZATION OF THE PROGRAM MANAGEMENT INFORMATION SYSTEM FOR THE IMPLEMENTATION AND CONDUCT OF ACTIVITIES IN FISCAL YEAR 2020

To: NEPTUNE L. TAMBILAWAN
Budget Officer

BEVERLY S. DAUGDAUG
Chief CID

SOLLIE B. OLIVER
Chief SGOD

FRANCIS JUDE D. ALCOMENDRAS
Admin. Officer V

All Other Concerned

1. In reference to the Regional Memorandum No. 112 s. 2019 from Evelyn R. Fetalvero, CESO V, Assistant Regional Director, DepEd Region XI re: "Utilization of the Program Management Information System for the Implementation and Conduct of Activities in Fiscal Year 2020". Please facilitate the preparation of Work and Financial Plan per Office for FY 2020 based on the National Expenditure Program (NEP) 2020. Deadline of encoding is on December 15, 2019.

2. Work and Financial Plan will also be prepared for Program Support Funds that shall be downloaded to the Region or Division upon receipt of the SARO/Sub-ARO.

3. A signed copy of the generated WFP Summary from the system shall be submitted to the Policy, Planning and Research Division (PPRD) prior to the approval in the system.

4. In addition, an Activity Request (AR) / Authority to Conduct (ATC) shall be prepared by the end-user prior to the implementation or conduct of programs, projects and activities in accordance to the guidelines set in DepEd Order 16, s. 2018.

5. For immediate dissemination and strict compliance.
REGIONAL MEMORANDUM
No. R-12 - s. 2019

UTILIZATION OF THE PROGRAM MANAGEMENT INFORMATION SYSTEM FOR THE IMPLEMENTATION AND CONDUCT OF ACTIVITIES IN FISCAL YEAR 2020

To: Schools Division Superintendents
Chiefs of Functional Divisions

1. This is in relation to the utilization of the Program Management Information System (PMIS) for the conduct of activities in Fiscal Year 2020.

2. All operating units (Functional Divisions) in the Regional and School Division Offices shall have their Expenditure Matrix / Work and Financial Plan encoded in the PMIS for FY 2020 based on the National Expenditure Program (NEP) 2020. Deadline of Encoding is on December 15, 2019.

3. Work and Financial Plan will also be prepared for Program Support Funds that shall be downloaded to the Region or Division upon receipt of the SARO/Sub-ARO.

4. A signed copy of the generated WFP Summary from the system shall be submitted to the Policy, Planning and Research Division (PPRD) prior to the approval in the system. In this regard, the following shall be followed:

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<th>Particulars</th>
<th>Instruction</th>
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<tr>
<td>Paper size</td>
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<td>Number of copies</td>
<td>Two (2) each for physical, obligation, disbursement</td>
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<td>Signatories</td>
<td>Prepared by: Chief/Head of Division/Unit/Section and Planning Officer (for Physical)/ Budget/Finance Officer (for Obligation)/ Accounting Officer (Disbursement)</td>
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<tr>
<td>Recommending Approval:</td>
<td>Assistant Regional Director/ Assistant Schools Division Superintendent</td>
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<td>Approved by:</td>
<td>Regional Director/ Schools Division Superintendent</td>
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Empowerment Adaptability Goal-oriented Leadership Excellence
4. In addition, an Activity Request (AR) / Authority to Conduct (ATC) shall be prepared by the end-user prior to the implementation or conduct of programs, projects and activities in accordance to the guidelines set in DepEd Order 16, s. 2018.

5. Attached is a sample copy of WFP for your reference.

6. For immediate dissemination and strict compliance.

EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosed: As stated

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

BUDGET PLAN PMIS WFP