



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

February 29, 2024

DIVISION MEMORANDUM

No. 08, s. 2024

**CONDUCT OF REGIONAL TRAINING ON PROGRAM MANAGEMENT
INFORMATION SYSTEM (PMIS) FOR ROXI PILOT SCHOOLS**

To : **ELIZABETHA R. BUERON** – Digos City NHS
Principal IV

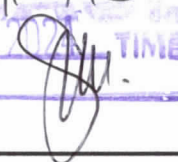
AIRON M. ALEJANDRO – Planning Officer III

1. Pursuant to Regional Memorandum PPRD-2024-015 re: **“Conduct of Regional Training on Program Management Information System (PMIS) for ROXI Pilot Schools”** you are hereby directed to attend the said activity on March 4-7, 2024, inclusive of travel time, at Apo View Hotel, Davao City.
2. The activity aims to train the Division Planning Officers and School Personnel in accessing and utilizing the Program Management Information System (PMIS).
3. The participants to this activity are the following;
 1. Division Planning Officer
 2. School Head of Digos City NHS (Elizabetha R. Bueron)
 3. Designated Digos City NHS Planning Officer (preferably non-teaching)
 4. Designated Digos City NHS M&E Focal (preferably non-teaching)
 5. Digos City NHS Finance Officer (Bookkeeper/Accountant)
4. Meals, supplies, training venue and accommodation shall be charged against OPDNTF continuing fund while travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.
5. For information and strict compliance.

Division of Schools Division of Digos City
RECORDS SECTION

MELANIE P. ESTACIO, Ph.D., CESO VI
OIC Schools Division Superintendent

DATE: MAR 01 2024 TIME: 1:02 PM

BY: 

Enclosed: As stated.
SGOD/PRME/ama



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

Revised

24-28121



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Policy, Planning and Research Division

REGIONAL MEMORANDUM
PPRD-2024-015

To : Schools Division Superintendents

Subject : CONDUCT OF REGIONAL TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) FOR ROXI PILOT SCHOOLS

Date : February 23, 2023

In relation to DepEd Order 11, s. 2021, "Guidelines on the Operationalization of the PMIS", Program Management Information System is a system that serves as the official source of data on PPAs of the Department from planning to implementation towards monitoring and evaluation of physical and financial targets.

To support the effective and efficient management of plans and programs and increase the transparency of plans and programs at all levels of governance, the Department of Education - Region XI, through the Policy, Planning, and Research Division (PPRD), will hold a **Regional Training on Program Management Information System (PMIS) for the school-level PMIS Pilot Testing** on March 4 - 7, 2024, inclusive of travel time, at Apo View Hotel, Davao City.

This activity aims to train Division planning Officers and School personnel in accessing and utilizing the Program Management Information System (PMIS).

Refer to the indicative program of activities, list of participants and number of available slots per school, as found in Annex A and B. Attendees are required to bring laptop and extension cord and confirm attendance through: <http://tinyurl.com/R11PMISTraining> on or before March 1, 2023.

Meals, supplies, training venue and accommodation shall be charged against OPDNTF continuing fund while travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is highly desired.

DEPARTMENT OF EDUCATION - REGION XI
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

ROP6/smd

By:
Date: Feb. 26, 2024
28121



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ANNEX A

INDICATIVE ACTIVITY MATRIX

**Regional Training on Program Management Information System (PMIS) for
ROXI Pilot Schools**
March 4 – March 7, 2024

Time	Activity	
Day 0 – March 4, 2024		
2:00 – onwards	Arrival of Participants (Check - in)	
Day 1 – March 5, 2024		
7:45 - 8:15 AM	Registration of Participants	TWG All Participants
8:15 - 8:45 AM	Preliminaries	TWG
8:45 - 10:15 AM	Introduction of participants	Shella Lu M. Dela Cerna
	Rationale and Background	Marilyn B. Madrazo
	Presentation of training Design	Emmanuel Alpha Sicam
	Group Norms	
	Pre-Test	
9:15 - 10:15 AM	-Working Break- Session 1: PMIS Overview and Objectives	Cherry Ann Into
10:15 - 11:15 AM	Session 2: Strategic and Operational Planning	Ronnie Mercado
11:15 - 12:00 NN	Session 3a: The Budget Cycle Session 3b: Cost-Parameters-School-MOOE	Anna Rose Viray
12:00 NN to 1:00 PM	Lunch Break	
1:00 - 1:30 PM	Session 4: Basics of WFP Session 4a: Accessing PMIS	Shella Lu Dela Cerna
1:30 - 2:00 PM	Workshop 1: Logging in and out and Quick Navigation of the operating unit and Process Owner Accounts	Fritzie Ivy Dalangin
2:00 - 2:15 PM	Session 5A: Budget Allocation Workshop 2: Allocating and Adjusting of Budget (NEP to GAA)	Shella Lu Dela Cerna
2:00 - 3:15 PM	Session 6A: Preparation of Expenditure Matrix (Offline). Workshop 3: Downloading, filling	Khianne Roble



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Time	Activity	
	out and Uploading of Accomplished Expenditure Matrix	
3:15 - 3:30 PM	Break time	
3:30 - 4:00 PM	Session 6B: Preparation of Expenditure Matrix (Online) Workshop 4: <i>Editing of Expenditure Matrix thru online encoding</i>	Elmer Puerto
4:00 - 5:00 PM	Session 7: Finalization, Review and Approval of Expenditure Matrix Workshop 5: <i>WFP Verification - Marking WFP as Completed</i>	Elmer Puerto
5:00 - 5:15 PM	Daily Evaluation and next day instructions	
Day 2 – March 6, 2024		
8:00 - 8:30 AM	Preliminaries - Prayer - Nationalistic Song - Management of Learning (MOL)	Davao City
8:30 - 10:30 AM	Session 8: Preparation of other Operational Plans (PPMP / APP) Workshop 6: <i>Uploading of CSE Materlist, Uploading and updating of PPMP Details</i>	Ronnie Mercado Shella Lu Dela Cerna
10:30 - 12:00 NN	Session 9A: Activity Request Workshop 7: <i>Creation, Review and Approval of Activity Request</i>	Rolando Borja
12:00 NN to 1:00 PM	Lunch Break	
1:00 - 2:30 PM	Session 9B: Authority to conduct Workshop 7: <i>Requesting of ATC, Review, Verification and Approval of ATC</i>	Shella Lu Dela Cerna
2:30 - 3:30 PM	Session 10: Sub-Allotment Release Order (Sub-ARO) - Downloading of Sub-ARO - Receipt and Confirmation - Preparation of WFP for Received PSF	Shella Lu Dela Cerna



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Time	Activity	
	Workshop 8: Downloading and acceptance of Sub-ARO	
3:30 - 4:45 PM	Session 11A: Monitoring of Program Accomplishment Workshop 9: Uploading of Quarterly Accomplishment Report (Physical Accomplishment)	Rizalien Bongcayao
4:45 - 5:00PM	Daily Evaluation and next day instructions	
Day 3 – March 7, 2024		
8:00 - 8:30 AM	Preliminaries - Prayer - Nationalistic Song - Management of Learning (MOL)	Davao Del Norte
8:30 - 9:45 AM	Session 11A: Monitoring of Program Accomplishment Workshop 10: Uploading of BMS Data (Financial Accomplishment)	Shella Lu Dela Cerna
9:45 - 10:30 AM	Session 12: Catch-up planning and WFP Adjustment Workshop 11: Adjusting WFP	Joan Cereno
10:30 - 11:00 AM	Open - Forum	
11:00 - 12:00 NN	Closing Program	
12:00 NN - onwards	Lunch Break Check out and departure of Participants	



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ANNEX B

LIST OF PARTICIPANTS

**Regional Training on Program Management Information System (PMIS) for
ROXI Pilot Schools**
March 4 - 7, 2024

A. Participant from the Selected Implementing Schools:

<i>Division</i>	<i>School ID</i>	<i>School</i>	<i>Number of Participants</i>
Davao City	304346	Cabantian National High School	4
	316206	Don Enrique Bustamante National High School	4
	305356	Crossing Bayabas National high School	4
Davao De Oro	304199	Monkayo National High School	4
	304205	Nabunturan National Comprehensive High School	4
Davao del Norte	304222	Carmen National High School	4
	304254	Sto. Tomas National High School	4
Davao del Sur	304277	Ihan National High School	4
	304297	Sulop National High School	4
Davao Occidental	304287	Mariano Peralta National High School	4
Davao Oriental	304321	Lupon National Comprehensive High School	4
Digos	304400	Digos City National High School (Davao del Sur National High School)	4
IGACOS	304245	Mambago-B National High School	4
Mati	304325	Mati National Comprehensive High School	4
Panabo	304408	Panabo City National High School	4
Tagum	304261	Tagum National Trade School	4
Total			64

School participants shall be composed of the following:

- 1) School Head
- 2) Designated Planning Officer (preferably non-teaching)
- 3) Designated M&E Focal (preferably non-teaching)
- 4) Finance Officer (Bookkeeper / Accountant)



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B. Other participants:

Division Planning Officers	Ms. Yvonne Razaga Mr. Remus Lumaya Mr. Airon Alejandro Mr. Dick Navaja Mr. Joseph Chagas Mr. Ker Denzel Infiesto Mr. Rheenald Ranara
PMIS Trainers (PMT)	Ms. Shella Lu M. Dela Cerna Ms. Esther Khrysmaye Roble Mr. Ronnie Mercado Mr. Emmanuel Alpha Sicam Ms. Shiela L. Cambungga Ms. Rizalien Jane Bongcayao Ms. Suzanne Marie G. Dacuycuy Mr. Elmer Puerto Ms. Joan Cereno Ms. Fritzie Ivy Dalangin Ms. Anna Rose Viray Mr. Rolando Borja
PPRD	Ms. Marilyn B. Madrazo Ms. Cherry Ann D. Into Ms. Lou Jynne Masanguid Ms. Sagira Onotan Mr. Jomar Boy Cuyos Ms. Rosalinda Antiporta