



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

March 26, 2021

OFFICE MEMORANDUM

No. **128**, s. 2021

To: Assistant Regional Director
 Regional Office Division Chiefs
 Section/Unit Heads
 All Others Concerned

**TIMELINES IN THE OPERATIONALIZATION OF PROGRAM
 MANAGEMENT INFORMATION SYSTEM**

1. To strengthen the operationalization of Program Management Information System (PMIS) this office through Quality Assurance Division (QAD) announces the timelines in the review of Activity Request (AR)/ Authority to Conduct (ATC) and verify Reporting of Physical Accomplishments as indicated in the following table:

Request /Report	Timelines	Required Documents
Activity Request (AR)	At least twenty (20) working days prior to the implementation schedule	➤ Three (3) copies of printed AR;
Authority to Conduct (ATC)	As needed with consideration on procurement timeline.	➤ Three (3) copies of printed ATC; ➤ One (1) copy of Approved Supplemental Annual Implementation Plan ➤ One (1) copy of Approved Program Procurement Management Plan (PPMP)
Reporting of Physical Accomplishments	On or before the 5 th working day of the succeeding month after the quarter	➤ One (1) copy of printed and signed Physical Accomplishment Report

2. Immediate dissemination of and compliance with this Memorandum are desired.

for
MA. GEMMA MERCADO LEDESMA
 Regional Director

QAD-JGG

DEPARTMENT OF EDUCATION
 REGION VIII, EASTERN VISAYAS
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