



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

November 17, 2021

REGIONAL MEMORANDUM

No. **001-772**, s. 2021

**CAPACITY-BUILDING AND TRAINING ON
PROGRAM MANAGEMENT INFORMATION SYSTEM**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division, in coordination with the Planning and Programming Division of DepEd Central Office, shall conduct a 5-day virtual Capacity-Building and Training on Program Management Information System (PMIS) via Microsoft Teams. The final schedule shall be announced later.
2. This activity aims in cascading the enhanced facilities of the PMIS and for the pilot testing of the School Level Module, orient the existing and new users of the PMIS in the field offices on the use of the enhanced modules and facilities of the system and to ensure that the system is in place and is being used by intended users following DepEd Order No. 11, s. 2021.
3. In this regard, Program Support Fund (PSF) shall be downloaded to the Schools Division Offices (SDOs) for the said activity. Enclosure No. 1 provides guidance on the suggested and eligible expenses and breakdown of PSF to be downloaded to the SDOs.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: As stated

References: As stated

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

PMIS PSF

PPRD-MBG

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Enclosure No. 1 to Regional Memorandum No. 772, s. 2021

LIST OF SUGGESTED AND ELIGIBLE SUPPLIES

| Purpose | Eligible Items | Quantity | Amount |
|--|--|--|------------------|
| Provision of Meals (1 Lunch and 2 Snacks) for 5 days | Meal provision (per DepEd Order No. 02, s. 2018, Amendment to DepEd Order No. 15, s. 2017) | 4 pax (Division Planning Officer, and the PMIS Focal Persons of OSDS, CID, and SGOD) | 11,135.00 |
| Virtual Training Devices | Prepaid/Portable Wifi Routers for each Operating Unit | 3 pcs (OSDS, CID, SGOD) | 3,000.00 |
| Total Amount to be Downloaded per SDO | | | 14,135.00 |

BREAKDOWN OF PROGRAM SUPPORT FUND PER OFFICE


| Office | Purpose | Amount |
|--------------------------|---|-------------------|
| Regional Office | 20 pcs Prepaid/Portable Wifi Routers | 19,995.00 |
| Baybay City Division | Provision of Meals and Training Devices | 14,135.00 |
| Biliran Division | Provision of Meals and Training Devices | 14,135.00 |
| Borongan City Division | Provision of Meals and Training Devices | 14,135.00 |
| Calbayog City Division | Provision of Meals and Training Devices | 14,135.00 |
| Catbalogan City Division | Provision of Meals and Training Devices | 14,135.00 |
| Eastern Samar Division | Provision of Meals and Training Devices | 14,135.00 |
| Leyte Division | Provision of Meals and Training Devices | 14,135.00 |
| Maasin City Division | Provision of Meals and Training Devices | 14,135.00 |
| Northern Samar Division | Provision of Meals and Training Devices | 14,135.00 |
| Ormoc City Division | Provision of Meals and Training Devices | 14,135.00 |
| Samar Division | Provision of Meals and Training Devices | 14,135.00 |
| Southern Leyte Division | Provision of Meals and Training Devices | 14,135.00 |
| Tacloban City Division | Provision of Meals and Training Devices | 14,135.00 |
| Total Amount of PSF | | 203,750.00 |

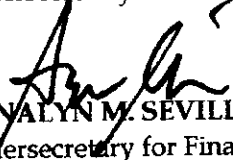


Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM
OUCOS-PS- 2021-032

TO : Regional Directors
Assistant Regional Directors
Chiefs of the Finance and Policy, Planning and Research Divisions
Regional and Division Planning Officers and Budget Officers
All Others Concerned

FROM : 
ATTY. NENOMUCENO A. MALALUAN
Undersecretary for Planning and Chief of Staff

: 
ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : Amending Guidelines for the FY 2021 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Downloaded as Program Support Fund (PSF) for the Capacity Building and Training Roll-out on Program Management Information System (PMIS)

DATE : 05 October 2021

This memorandum provides amending guidelines on the use of the FY 2021 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) downloaded to the Regional Offices as a Program Support Fund (PSF) for the conduct of **Capacity Building and Training Roll-out on Program Management Information System (PMIS)** in the Regional Offices (ROs) and Schools Division Offices (SDOs) as a consequence of the issuance of DepEd Order No. 38, s. 2021 "Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020".

The FY 2021 OPDNTP budget has allocated and downloaded a total amount of Php 3,380,000.00 for the conduct of *Orientation on DepEd Order No. 11 Operationalization Guidelines on the Use of the PMIS and Training on Enhanced and New Facilities of the System*. A portion of this amount will serve as PSF for the use of the Regions supposedly for the communication expense in cascading the enhanced facilities of the PMIS and for the pilot testing of the School Level Module. However, item no. 5 of DepEd Order No. 38, s. 2021 stated that once connectivity load is already issued to the participants, all communication expenses indicated in Activity Request (AR)/ Authority to Conduct (ATC) to be paid to participants in DepEd-related activities for the period September 1 to December 31, 2021, amounting to P50/day/ pax shall not be allowed. With this

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provision the amount downloaded intended to be used as communication expense relative to the activity mentioned above will not be authorized anymore, however, they can now be utilized for the purpose of procurement of supplies, materials, and equipment that the ROs and SDOs will be using in the conduct of any activity related to Program Management Information System (PMIS) but not limited to the conduct of trainings, workshops, seminars, and the likes. A list of suggested and eligible supplies is shown on the table below.

LIST OF SUGGESTED AND ELIGIBLE SUPPLIES FOR ANY ACTIVITY RELATED TO PMIS

| Purpose | Eligible Items |
|---|--|
| Training Participant Kits (in case limited face to face training is allowed) | Seminar Bags Note Fillers Ball Pens Flashdrives Alcohol/Sanitizer Specialty Paper for Certificates |
| Provision of meals (for training attendees and training secretariat reporting physically in the venue) | Meal provision per DepEd Order No. 02, s. 2018 "Amendment to Deped Order No. 15, s. 2017 (Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education)" |
| Equipment for the Printing of Expenditure Matrices and Work and Financial Plans and other reports generated by PMIS | Printers capable of printing up to A3-sized paper not exceeding P15,000 Bond Papers (A4 and A3) Printer and Copier Inks or Toners |
| Virtual Training Tools and Devices (during the actual online training) | Prepaid/Portable Wifi Routers Headphones Microphones (for phones and computers) Ring Lights |
| Content creation and management tools (for the preparation of video and audio recording) | Softwares for training video production Subscription to Broadcaster Software or Application (subject to existing COA audit circulars) |
| Token for Resource Persons | Subject to DBM guidelines |

In view of this, please be guided on the breakdown of the PSF downloaded to the Regional Offices. The allocation of the additional PSF was computed equitably based on initial physical targets identified per region. The ROs may download an equitable amount of this fund to their SDOs if necessary.

**BREAKDOWN OF PROGRAM SUPPORT FUND (PSF) FROM F.Y. 2021 OPDNTP
FUND PER REGION**

| Batch | Amount Downloaded to RO | Sub-Allotment Release Order |
|--------------|------------------------------------|--|
| CAR | 143,750.00 | OSEC-CAR-21-2588 |
| NCR | 248,750.00 | OSEC-NCR-21-2589 |
| Region I | 218,750.00 | OSEC-1-21-2590 |
| Region II | 143,750.00 | OSEC-2-21-2591 |
| Region III | 308,750.00 | OSEC-3-21-2592 |
| CALABARZON | 338,750.00 | OSEC-4A-21-2593 |
| MIMAROPA | 113,750.00 | OSEC-4B-21-2594 |
| Region V | 203,750.00 | OSEC-5-21-2595 |
| Region VI | 308,750.00 | OSEC-6-21-2596 |
| Region VII | 293,750.00 | OSEC-7-21-2597 |
| Region VIII | 203,750.00 | OSEC-8-21-2598 |
| Region IX | 128,750.00 | OSEC-9-21-2599 |
| Region X | 218,750.00 | OSEC-10-21-2600 |
| Region XI | 173,750.00 | OSEC-11-21-2618 |
| Region XII | 143,750.00 | OSEC-12-21-2619 |
| CARAGA | 188,750.00 | OSEC-13-21-2620 |
| TOTAL | 3,380,000.00 | |

The Planning and Programming Division will issue another memorandum relative to the design, schedule and final details of the Capacity Building and Training Roll-out on Program Management Information System (PMIS) thus all Regional Offices (ROs) are expected to facilitate the obligation of the downloaded funds until December 31, 2021, per the Office of the Undersecretary for finance (OUF) Memorandum No. 0413 on the Validity of Fiscal Year 2021 General Appropriations Act.

A preliminary meeting relative to the conduct of the roll-out will be issued in a separate memorandum.

You may send your inquiries or clarifications on the downloaded OPDNTP-PSF to the **Planning Service - Planning and Programming Division (PS-PPD)** through the email address **ps.ppd@deped.gov.ph** copy furnished **Mr. Marlon B. Custodio** at **marlon.custodio002@deped.gov.ph**.

For your information and appropriate action.