



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

May 16, 2022

OFFICE MEMORANDUM

No. **260**, s. 2022

To: Schools Division Superintendent } Division of Tacloban City
All Others Concerned

**DOWNLOADING OF FUNDS TO TACLOBAN CITY DIVISION IN SUPPORT TO THE
CONDUCT OF THE CAPACITY-BUILDING AND TRAINING ON PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS)**

1. This Office, through the Policy, Planning, and Research Division (PPRD), and Finance Division, shall download a Program Support Fund to Tacloban City Division through Sub-ARO No. OSEC-8-22-2738 in the amount of Four Hundred and Eighty Thousand Pesos (PhP 480,000.00).
2. The said funds shall be used to cover the expenses incurred in the conduct of the 3-day in-person Capacity-Building and Training Roll-Out on Program Management Information System (PMIS) on June 15-17, 2022, subject to the usual auditing rules and regulations.
3. The expected participants and the tentative program of activities are enclosed for your reference. For more details on this matter, you may contact Mr. Mark Gallano through email address pprd.region8@deped.gov.ph or telephone number (053) 300-0931.
4. Appropriate action on this Memorandum is directed.


EVELYN R. FETALVERO, CESO IV
Regional Director

PPRD-MBG



Capacity Building and Training Roll-Out on Program Management Information System

Expected Participants

| | | |
|-----------------------------|---|-----------|
| Central Office | Resource Speakers | 2 |
| Regional Office | Planning Officer Budget Officer Supply Officer BAC Secretariat QAD PMIS In-Charge | 5 |
| | PMIS In-Charge of RO Divisions (CLMD, ESSD, HRDD, FTAD, Admin, ORD) | 6 |
| | PPRD Staff | 2 |
| 13 Schools Division Offices | Planning Officer Budget Officer Supply Officer SEPS M&E BAC Secretariat | 65 |
| | TOTAL | 80 |

Tentative Program of Activities

| Day 0 | Day 1 | Day 2 | Day 3 |
|----------------------------|---|--|------------------------------------|
| | Breakfast | Breakfast | Breakfast |
| | • Opening Program | • Uploading of CSE Masterlist | • Basic Education Inputs Reporting |
| | Snacks | Snacks | Snacks |
| | • DO #11, s. 2021 • PMIS Updates and System Overview | • Enhancements on the APP-PPMP Module | • Basic Education Inputs Reporting |
| | Lunch | Lunch | Lunch |
| | • Requesting, Reviewing, and Approving of AR/ATC | • Receipt and Recording of Sub-ARO | • School-level Module |
| | Snacks | Snacks | Snacks |
| • Arrival and Registration | • Uploading of Recipients for Downloading of Funds and Activities | • Uploading of Financial Accomplishments | • Closing Program |
| Dinner | Dinner | Dinner | |

Cost Estimates

Board and Lodging for 3 days x 80 pax x PhP 2,000.00 = PhP 480,000.00