



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

June 26, 2024

OFFICE MEMORANDUM

PPRD-2024- **335**

**RESOURCE PERSONS FOR THE TRAINING OF SCHOOL PERSONNEL
ON THE IMPLEMENTATION OF PROGRAM MANAGEMENT
INFORMATION SYSTEM IN THE SCHOOLS**

To: Schools Division Superintendent of Southern Leyte
Chief of Finance Division
Chief of Human Resource Development Division
Chief of Policy, Planning, and Research Division
All Others Concerned

1. With reference to Regional Memorandum PPRD-2024-618, this Office, through Policy, Planning, and Research Division informs the concerned offices that the five-day Training of School Personnel on the School-level Program Management Information System (PMIS) Modules on July 8-13, 2024, at Basic Rooms Hotel, Sagkahan, Tacloban City, shall be facilitated by the following Resource Persons:

Name of Resource Person	Position	Division
Mark Lito B. Gallano	Planning Officer III	Policy, Planning, and Research Division
Clark Dave P. Arante	Senior Education Program Specialist	Human Resource Development Division
Ronafe A. Dolo	Administrative Officer IV	Finance Division
Glaiza Mea D. Rin	Project Development Officer I	Southern Leyte Division

2. The aforementioned Resource Persons, who attended the National Training of Trainers on the PMIS School-level Pilot Testing at Ace Hotel, Pasig City, on November 20-24, 2023, shall equip the participants of this training with the necessary knowledge and skills to implement PMIS in their schools effectively. The tentative program of activities with the assignment of topics is attached as Enclosure 1.

3. Expenses for board and lodging and training supplies for the conduct of this activity shall be charged against the Program Support Fund for the Scale-Up Implementation of the PMIS at School-level (OSEC-8-24-2515), while travel and other incidental expenses of the resource persons shall be charged to their respective local funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.

4. This Memorandum shall serve as Authority to Travel for the aforementioned resource persons.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 

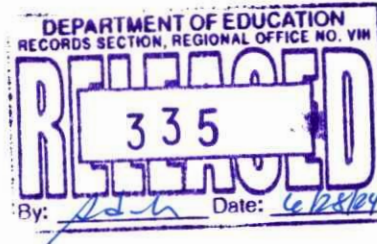
Enclosures: As stated

References: Regional Memorandum PPRD-2024-618

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

PROGRAM MANAGEMENT INFORMATION SYSTEM

PPRD-MBG



Enclosure 1 to Office Memorandum PPRD-2024-335**Tentative Program of Activities**

Date	Time	Activities / Topics	Assigned Resource Person
July 8, Monday	08:00-12:00	Travel time and Arrival	
	12:00-01:00	Lunch	
	01:00-02:00	Registration and Check-in	
	02:00-03:00	Opening Program, House Rules	Mark Gallano
	03:00-05:00	Session 1: DepEd Order No. 11, s. 2021 Session 2: DepEd Memorandum No. 88, s. 2022	Mark Gallano
	06:00-07:00	Dinner	
July 9, Tuesday	07:00-08:00	Breakfast	
	08:00-12:00	Session 3: Users of PMIS Session 4: Operational Planning Session 5: Basics of Work and Financial Plan (WFP) Workshop 1	Mark Gallano
	12:00-01:00	Lunch	
	01:00-05:00	Session 6: Preparation of Expenditure Matrix Workshop 2	Clark Arante
	06:00-07:00	Dinner	
July 10, Wednesday	07:00-08:00	Breakfast	
	08:00-12:00	Session 7: Review and Confirmation of WFPs Session 8: Generation of Annual Procurement Plans Workshop 3	Clark Arante
	12:00-01:00	Lunch	
	01:00-05:00	Session 9: Preparation of Activity Request (AR) Session 10: Preparation of Authority to Conduct (ATC) Workshop 4	Clark Arante
	06:00-07:00	Dinner	
July 11, Thursday	07:00-08:00	Breakfast	
	08:00-12:00	Session 11: Review and Confirmation of AR/ATC Session 12: Downloading and Receipt of Sub-Allotment Release Order	Ronafe Dolo
	12:00-01:00	Lunch	
	01:00-05:00	Session 13: Accomplishment Reporting (Physical) Session 14: Accomplishment Reporting (Financial) Workshop 6	Ronafe Dolo
	06:00-07:00	Dinner	

July 12, Friday	07:00-08:00	Breakfast	
	08:00-12:00	Session 15: Review and Confirmation of Accomplishment Reports Session 16: Report Generation Workshop 7	Glaiza Rin
	12:00-01:00	Lunch	
	01:00-05:00	Session 17: Adjustment of WFP Session 18: Confirmation of Adjusted WFP Workshop 8	Glaiza Rin
	06:00-07:00	Dinner	
July 13, Saturday	07:00-08:00	Breakfast	
	08:00-10:00	Closing Program (Ways Forward, Next Steps)	Mark Gallano
	10:00-12:00	Checkout and Departure	