



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

August 1, 2024

**REGIONAL MEMORANDUM**

PPRD-2024- **868**

**REORIENTATION TRAINING ON PROGRAM MANAGEMENT  
INFORMATION SYSTEM (PMIS)**

To: Schools Division Superintendents  
Chief of Finance Division  
Chief of Policy, Planning, and Research Division  
Chief of Quality Assurance Division  
All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2021, *Guidelines on the Operationalization of Program Management Information System (PMIS) in DepEd*, this Office, through Policy, Planning, and Research Division, shall conduct a three-day Reorientation Training on PMIS on September 4-6, 2024. The venue will be announced in a separate Memorandum.
2. The objectives of this activity are as follows:
  - a. reorient the Schools Division Office (SDO) personnel with the necessary knowledge on the enhanced facilities of the PMIS;
  - b. resolve issues and concerns encountered at the SDO to effectively implement PMIS in their Offices; and
  - c. equip SDO personnel with skills to provide technical assistance to Implementing Unit schools which shall implement the School-level PMIS modules.
3. The expected participants are presented below.

Office	Expected Participant	No. of Pax
Regional Office	EPS of PPRD EPS of QAD (1) Planning Officer III Budget Officer III Accountant III	5
13 Schools Division Offices	SEPS for Monitoring & Evaluation SEPS for Planning & Research Planning Officer III Budget Officer III Accountant III	65
	Total	70

4. Confirmed participants must register through **bit.ly/SDOPMISS** on or before August 29, 2024. Participants must bring their laptops, extension cords, and backup Wi-Fi routers (if available) to actively engage in the workshop.
5. Enclosed herewith is the Tentative Program of Activities for reference.
6. 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-8-24-2530), while travel and other incidental expenses of the participants shall be charged against their respective local funds, subject to its availability and the usual accounting and auditing rules and regulations.
7. For further information about this Memorandum, concerned personnel may contact Mr. Mark Gallano through his Viber account at +63-945-118-5200 or email mark.gallano002@deped.gov.ph.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

Enclosures: As stated

References: DepEd Order No. 11, s. 2021

To be indicated in the Perpetual Index under the following subject

PROGRAM MANAGEMENT INFORMATION SYSTEM

PPRD-MBG



Enclosure 1 to Regional Memorandum PPRD-2024- 868**Tentative Program of Activities**

<b>Date</b>	<b>Time</b>	<b>Activities</b>
September 3, Tuesday	02:00-06:00	Arrival, Registration, and Check-in
	06:00-08:00	Dinner
September 4, Wednesday	07:00-08:00	Breakfast
	08:00-09:00	Opening Program, House Rules
	09:00-12:00	Session 1: Overview of PMIS Session 2: Basics of Work and Financial Plan
	12:00-01:00	Lunch
	01:00-05:00	Session 3: Creating Budget Allocation Session 4: Expenditure Matrix
	06:00-07:00	Dinner
September 5, Thursday	07:00-08:00	Breakfast
	08:00-12:00	Session 5: Program Procurement Management Plan Session 6: Common use Supplies and Equipment Session 7: Activity Request and Authority to Conduct
	12:00-01:00	Lunch
	01:00-05:00	Session 8: Physical Accomplishment Report Session 9: Financial Accomplishment Report Session 10: Plan Adjustment
	06:00-07:00	Dinner
September 6, Friday	07:00-08:00	Breakfast
	08:00-12:00	Simulation Workshops
	12:00-01:00	Lunch
	01:00-03:00	School-level Implementation of PMIS
	03:00-04:00	Closing Program, Ways Forward