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

June 6, 2022

OFFICE MEMORANDUM

No. **313**, s. 2022

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

REQUIREMENTS AND TIMELINES IN THE REVIEW OF AUTHORITY TO CONDUCT (ATC) AND VERIFICATION OF QUARTERLY ACCOMPLISHMENT REPORT AT THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

1. To ensure and facilitate the proper and timely operationalization of PMIS, this Office, through the Quality Assurance Division (QAD), announces the Requirements and Timelines in the Review of Authority to Conduct (ATC) and Verification of Quarterly Accomplishment Report at the Program Management Information System (PMIS) as indicated in the table below:

Request/ Report	Requirements	Timelines
ATC	<ol style="list-style-type: none">Three (3) copies of ATCOne (1) copy of the Approved WFPOne (1) copy of Approved Supplemental AIP <p><i>If the activity was not included in the adjusted WFP</i></p> <ul style="list-style-type: none">➤ One (1) copy of Approved Adjusted AIP shall be submitted. <ol style="list-style-type: none">One (1) copy of the Approved Supplemental Program Procurement Management Plan (PPMP) (<i>PMIS generated</i>)One (1) copy of Obligation and Disbursement	As needed with consideration of procurement timelines
Quarterly Physical Accomplishment	<ol style="list-style-type: none">One (1) Approved Quarterly Physical Accomplishment Report	On or before the 5 th working day of the succeeding month after



Report	<p><i>Justification is needed in the Remarks Column if the Physical Target is under any of the following conditions:</i></p> <ul style="list-style-type: none"> ➤ Accomplished ahead / beyond the timeline; ➤ Target was unaccomplished; and ➤ Physical Accomplishment is more than the Physical Plan Target or vice-versa. <p>2. One (1) copy of the signed Internal MEA Report</p>	the quarter
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2. In case the concerned operating unit/division needs a technical assistance on this matter, a written request shall be submitted to the Quality Assurance Division for appropriate action.

3. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

QAD-JGG

