



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

June 7, 2022

REGIONAL MEMORANDUM

No. **539** s. 2022

**CAPACITY-BUILDING AND TRAINING ROLL-OUT 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 (PPRD), shall conduct a three-day in-person **Capacity-Building and Training Roll-Out on Program Management Information System (PMIS)** on June 15-17, 2022 at Milka Hotel, Abucay, Tacloban City.
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. All Schools Division Superintendents are requested to ensure prioritization and participation of enlisted personnel to this activity. The list of the expected participants from the Regional Office and the Schools Division Offices, and the schedule of activities are enclosed to this Memorandum. Participants are advised to bring their laptop, extension cords, and portable Wi-Fi device if available.
4. Board and lodging shall be provided for, charged to PMIS Program Support Fund downloaded to Tacloban City Division, while the transportation and other incidental expenses of the participants to their Division Local Funds, subject to the usual government accounting and auditing rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.



Enclosures: As stated

References: As stated

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

Capacity Building PMIS Training Roll-out

PPRD-MBG

Enclosure to Regional Memorandum No. 539, s. 2022

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 Personnel	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
	<ul style="list-style-type: none"> Opening Program 	<ul style="list-style-type: none"> Uploading of CSE Masterlist 	<ul style="list-style-type: none"> Basic Education Inputs Reporting
	Snacks	Snacks	Snacks
	<ul style="list-style-type: none"> DepEd Order No. 11, s. 2021 PMIS Updates and System Overview 	<ul style="list-style-type: none"> Enhancements on the APP-PPMP Module 	<ul style="list-style-type: none"> Basic Education Inputs Reporting
	Lunch	Lunch	Lunch
	<ul style="list-style-type: none"> Requesting, Reviewing, and Approving of AR/ATC 	<ul style="list-style-type: none"> Receipt and Recording of Sub-ARO 	<ul style="list-style-type: none"> School-level Module
	Snacks	Snacks	Snacks
<ul style="list-style-type: none"> Arrival and Registration 2:00 PM 	<ul style="list-style-type: none"> Uploading of Recipients for Downloading of Funds and Activities 	<ul style="list-style-type: none"> Uploading of Financial Accomplishments 	<ul style="list-style-type: none"> Closing Program
Dinner	Dinner	Dinner	