



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

March 8, 2023

**OFFICE MEMORANDUM**

No. **135**, s. 2023

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

**CORRIGENDUM OF OFFICE MEMORANDUM NO. 313 S. 2022 RE: REQUIREMENTS AND TIMELINES IN THE REVIEW OF AUTHORITY TO CONDUCT (ATC) AND VERIFICATION OF QUARTERLY PHYSICAL ACCOMPLISHMENT REPORT IN PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

1. In reference to Office Memorandum No.313, s.2022, Requirements and Timelines in the Review of Authority to Conduct (ATC) and Verification of Quarterly Physical Accomplishment Report in Program Management Information System, and the full utilization of Work and Financial Plan (WFP) this Office, through the Quality Assurance Division (QAD), announces the changes of requirements in the Verification of Quarterly Accomplishment Report (No.2, page 2) as indicated in the table below:

<b>Request/ Report</b>	<b>Requirements</b>
Quarterly Physical Accomplishment Reports	<ol style="list-style-type: none"><li>1. Compiled and organized Means of Verification (MOV's)<ul style="list-style-type: none"><li>➤ <b>for funded activities</b></li></ul></li><li><b>a. Trainings/Conferences/Workshops</b><ol style="list-style-type: none"><li>1. Regional/ Office Memorandum</li><li>2. AR/ reviewed ATC</li><li>3. Signed and complete attachment of Activity Completion Report (ACR) (<i>Training Matrix, Programs, Pictures, Attendance Sheet</i>)</li></ol></li><li><b>b. Travel</b><ol style="list-style-type: none"><li>1. Post Travel Report</li><li>2. AR/reviewed ATC</li></ol></li><li><b>c. Registration of Trainings</b><ol style="list-style-type: none"><li>1. Regional/ Office Memorandum</li><li>2. Approved Travel Authority</li></ol></li></ol>



	<ul style="list-style-type: none"><li>3. Certificate of Appearance/Participation</li><li>3. AR/reviewed ATC</li></ul> <p><b>d. Payment of Contract of Service (COS)</b></p> <ul style="list-style-type: none"><li>1. Signed/ Approved Voucher</li><li>2. AR/reviewed ATC</li><li>3. Signed Job Contract</li></ul> <p><b>e. Supplies/Materials and Equipment</b></p> <ul style="list-style-type: none"><li>1. Voucher</li><li>2. AR/reviewed ATC</li></ul> <p><b>f. Repair and Maintenance</b></p> <ul style="list-style-type: none"><li>1. Pre-Inspection Report</li><li>2. AR/reviewed ATC</li><li>3. Voucher</li></ul> <p><b>g. Utilities (electricity, water, cable, cable, and other mandatory expenses) refer to D.O. 16, 2018</b></p> <ul style="list-style-type: none"><li>1. Voucher</li><li>2. Receipt</li></ul> <p>➤ <b>for non-funded activities:</b> (<i>compilation of activity outputs</i>)</p>
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- 2. The assigned Quality Assurance Division personnel will conduct validation of the office Quarterly Physical Accomplishment Reports, two days before the 5<sup>th</sup> working day of the succeeding month after the quarter to be compliant with the required system timeline.
- 3. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

QAD-JGG





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)**

- 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	1. Three (3) copies of ATC 2. One (1) copy of the Approved WFP 3. One (1) copy of Approved Supplemental AIP  <i>If the activity was not included in the adjusted WFP</i> ➤ One (1) copy of Approved Adjusted AIP shall be submitted. 4. One (1) copy of the Approved Supplemental Program Procurement Management Plan (PPMP) (PMIS generated)  5. One (1) copy of Obligation and Disbursement	As needed with consideration of procurement timelines
Quarterly Physical Accomplishment	1. One (1) Approved Quarterly Physical Accomplishment Report	On or before the 5 <sup>th</sup> 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"> <li>➤ Accomplished ahead / beyond the timeline;</li> <li>➤ Target was unaccomplished; and</li> <li>➤ Physical Accomplishment is more than the Physical Plan Target or vice-versa.</li> </ul> <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

