



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

June 3, 2024

REGIONAL MEMORANDUM

PPRD-2024- **618**

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

To: Schools Division Superintendents
All Others Concerned

1. Under the ongoing efforts to enhance the Program Management Information System (PMIS) within basic education institutions, School-level Pilot Testing and Scale-up Implementation are being conducted this year in selected schools nationwide. These efforts aim to evaluate the functionality, usability, and impact of the PMIS at the school level.
2. This Office will conduct a five-day Training of School Personnel on the School-level PMIS Modules from July 8 to 13, 2024. This activity aims to equip the school heads and administrative staff with the necessary knowledge and skills to implement PMIS in their schools effectively. The tentative program of activities is attached as Enclosure 1. The venue will be announced in a separate Memorandum.
3. The list of identified Schools Division Offices and their participating schools is attached as Enclosure 2. Each school shall be represented by the School Principal and two other administrative staff or non-teaching personnel designated as members of the Planning Team, Finance Team, and Monitoring Team. Schools Division Superintendents shall ensure 100% attendance of the school participants.
4. Confirmed participants must register their attendance at this training through bit.ly/SchoolPMIS8 on or before June 24, 2024. Participants must bring their laptops, extension cords, and backup Wi-Fi routers (if available) to actively engage in the workshop.
5. As a pre-training requirement, school heads of the identified participating schools shall:
 - a. read DepEd Order No. 11, s. 2021 on the Operationalization of PMIS;
 - b. ensure availability of dedicated and committed workforce, internet connectivity, computers or laptops, printers, and other equipment and resources essential for the implementation of PMIS in the school; and
 - c. collect feedback from school personnel and stakeholders regarding their interest, willingness, and buy-in to the system implementation.

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-8-24-2515), while travel and other incidental expenses of the participants to their respective local funds, subject to the availability of funds 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 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 subjects:

PROGRAM MANAGEMENT INFORMATION SYSTEM

PPRD-MBG



Enclosure 1 to Regional Memorandum PPRD-2024- 618**Tentative Program of Activities**

Date	Time	Activities
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
	03:00-05:00	Session 1: DepEd Order No. 11, s. 2021 Session 2: DepEd Memorandum No. 88, s. 2022
	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
	12:00-01:00	Lunch
	01:00-05:00	Session 6: Preparation of Expenditure Matrix Workshop 2
	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
	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
	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
	12:00-01:00	Lunch
	01:00-05:00	Session 13: Accomplishment Reporting (Physical) Session 14: Accomplishment Reporting (Financial) Workshop 6
	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
	12:00-01:00	Lunch
	01:00-05:00	Session 17: Adjustment of WFP Session 18: Confirmation of Adjusted WFP Workshop 8
	06:00-07:00	Dinner
July 13, Saturday	07:00-08:00	Breakfast
	08:00-10:00	Closing Program (Ways Forward, Next Steps)
	10:00-12:00	Checkout and Departure

Enclosure 2 to Regional Memorandum PPRD-2024-

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List of Identified Participating IU Schools

Schools Division	BEIS District	School ID	Name of School	Number of Participants
Leyte	Albuera North	303368	Dr. Geronimo B. Zaldivar Memorial School of Fisheries	3
	Carigara I	303361	Carigara National High School	3
	Leyte I	303387	Leyte Agro-Industrial School	3
	Merida	303408	Merida Vocational School	3
Northern Samar	Allen	303531	Allen National High School	3
	Bobon	303535	Bobon School for Philippine Craftsmen	3
	Catarman	303541	Catarman National High School	3
	San Antonio	303575	San Antonio Agricultural and Vocational School	3
Samar (Western)	Basey I	303592	Basey National High School	3
	Basey II	303637	Valeriano C. Yancho Memorial Agricultural School	3
	Hinabangan	303606	Hinabangan National High School	3
	Pinabacdao	303640	Quintin Quijano Sr. Agricultural School	3
Tacloban City	DLC IV	303663	Leyte National High School	3
	DLC II	303666	Sagkahan National High School	3
	DLC I	303668	Tacloban City Night High School	3
	DLC III	303669	Tacloban National Agricultural School	3
<i>Total Number of Participants</i>				48
Training Facilitators and Resource Persons				4