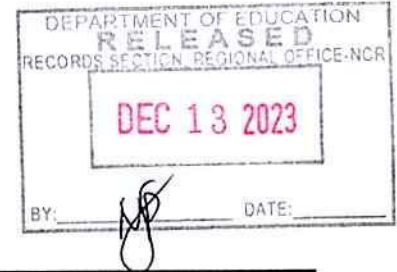




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



December 12, 2023

REGIONAL MEMORANDUM

No. 1293, s. 2023

To: Schools Division Superintendents of:
SDO Las Pinas City
SDO Marikina City
SDO Navotas City
SDO Pasig City
PMIS Training Team
All Others Concerned

**PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) TRAINING
WORKSHOP FOR SELECTED PILOT SCHOOLS IN THE NATIONAL CAPITAL
REGION**

1. In support to the Department of Education's thrust to modernize education management and governance, the enhanced Program Management Information System (PMIS) is being implemented in the Central Office, Regional Offices, and Schools Division Offices. As a web-based information system, the PMIS was designed to improve the department's progress monitoring of the status of programs and projects implementation. It will also provide quality, relevant, and timely information that can be used for planning and budgeting, results monitoring and evaluation, and for policy decision making.
2. The PMIS was developed to support the Department's Planning and Budget Strategy. The system shall be the official source of data on programs, projects and activities (PPAs) of DepEd from planning to implementation,
3. It aims to:
 - a. support the effective and efficient management of plans and programs,
 - b. increase transparency of plans and programs at all levels of governance from DepEd Central Office to schools,
 - c. provide a platform that encourages a more diligent and systematic preparation of plans and utilization of budget,



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- d. aid in policy formulation and decision making, and
 - e. enforce standards for planning and plan implementation.
4. For this reason, the Policy, Planning and Research Division will be conducting a Training Workshop on Program Management Information System (PMIS) on January 24-26, 2024 within Metro Manila. A separate advisory will be released for the exact venue of this training while attached as Annex A, is the indicative program for your reference.
5. Participants to this training workshop are selected pilot schools from selected Schools Division Offices particularly:
- a. SDO Las Pinas City
 1. Las Pinas National High School
 2. Las Pinas North National High School
 3. Las Pinas East National High School
 - b. SDO Marikina City
 1. Tanong High School
 2. Fortune High School
 3. Parang High School
 - c. SDO Navotas City
 1. San Roque National High School
 2. Tangos National High School
 3. Tanza National High School
 - d. SDO Pasig City
 1. Eusebio High School
 2. Rizal High School
 3. Rizal Experimental Station and Pilot School of Cottage Industries (RESPSCI)
6. Each school shall nominate five (5) participants with the following positions:
- a. 1 School Head
 - b. 1 Designated School Planning Team
 - c. 1 Designated SMEA Team
 - d. 1 Property Custodian
 - e. 1 Administrative Officer II



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7. Participants are expected to pre-register thru this link <https://forms.gle/2825axoPNupkkeSp7> on or before December 22, 2023.
8. To ensure smooth implementation of the workshop, participants are requested to take note of the following reminders:

Accommodation starts at 2:00 PM on Day 0 (January 23, 2024), and the first meal to be served is dinner while the Check-out is on Day 3 (January 26, 2024) and the last meal to be served is pm snack.
9. Participants are requested to bring laptop, power extension cord, and portable wifi device for back-up internet connectivity needed for this training.
10. For questions and inquiries, please contact you Division Planning Officer thru email or their contact numbers.
11. Travelling expenses of participants shall be charged against local funds subject to the usual accounting and auditing procedures.
12. For dissemination and compliance.


JOCELYN D.R. ANDAYA
Regional Director



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ANNEX A

PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) TRAINING WORKSHOP
 FOR SELECTED PILOT SCHOOLS IN THE NATIONAL CAPITAL REGION

Indicative Program of Activities

Date	Activity
Day 0 January 23, 2024	Arrival of Participants Standard Room Check-in – 2:00 PM
Day 1 - January 24, 2024	
8:00 AM – 8:30 AM	Registration and Attendance
8:30 AM – 9:45 AM	Preliminaries
8:45 AM – 9:15 AM	Part 1- DepEd Order No. 11, s. 2021 Policy Cover <ul style="list-style-type: none"> • Rationale • Scope • Definition of Terms • Policy Statement
9:15 AM – 9:45 AM	Part 2: DepEd Order No. 11, s. 2021 <ul style="list-style-type: none"> • PMIS Major Processes and Accountability per Level of Governance • Monitoring and Evaluation • References and Transitory Provision
PLAN AND BUDGET PREPARATION	
9:45 AM – 11:00 AM	Basics of WFP
11:45 AM – 12:00 NN	Allocation of Budget Workshop 1
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 2:00 PM	Expenditure Matrix Workshop 2
2:00 PM – 3:00 PM	APP-CSE Workshop 3
3:00 PM – 4:00 PM	PPMP Workshop 4
4:00PM – 5:00 PM	Review and updating of Status of WFP
Day 2 - January 25, 2024	
8:00 AM – 8:30 AM	Opening Preliminaries MOL



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IMPLEMENTATION STAGE	
8:30 AM – 9:30 AM	Enhanced AR/ATC Facility <ul style="list-style-type: none"> Printable template for AR/ATC to Planning/ Progress Monitoring, Budget, Accounting, and Approving Authority “Thru Field” (with default 3 signatories) Workshop 5
9:30 AM – 11:00 AM	Enhanced Sub-ARO Facility <ul style="list-style-type: none"> Tab to separate the Issued and Received Sub ARO Workshop 6
PROGRESS MONITORING	
11:00 AM – 12:00 NN	Physical Accomplishment Reporting <ul style="list-style-type: none"> Downloading and uploading of physical accomplishment report
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 5:00 PM	Financial Accomplishment Reporting <ul style="list-style-type: none"> Enhancements on Accomplishment Reporting (Obligation/ Disbursement) Revised Mass Uploading of ORS and Disbursement Data within the functional Divisions of each Region or Division Uploading template in CSV format To allow the Budget Officer and Accounting Officer to remove incorrect uploaded data deleting
Day 3 - January 26, 2024	
8:00 AM – 8:00 PM	Opening Preliminaries MOL
PLAN ADJUSTMENT	
8:30 AM – 10:30 AM	Enhancements on Plan Adjustment Module Management of the Plan Adjustment Facility within Regional and Division Planning officer.
10:30 AM – 12:00 NN	New Facilities on Report Generation Generate Summary of Convergence Programs by Funding Year Generate Summary of Committed Outputs by Funding Year
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 3:00 PM	Spill-Over Activities and Tutorial Sessions for participants with difficulties
3:00 PM – 4:00 PM	Closing Program <ul style="list-style-type: none"> Insights Nest Steps/Closing Remarks/Acknowledgement Awarding of Certificates
4:00 pm – 5:00 pm	Home Sweet Home



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