



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



20 August 2024


**REGIONAL MEMORANDUM**

ORD No. 862 s. 2024

To: Schools Division Superintendents  
All Others Concerned

**REGIONAL TRAINING OF TRAINERS ON THE PROGRAM MANAGEMENT  
INFORMATION SYSTEM (PMIS) FOR SCALE-UP  
IMPLEMENTATION TO SCHOOLS**

1. The Department of Education, National Capital Region, through the Policy, Planning, and Research Division, will hold a Regional Training of Trainers (RTOT) for School Level Scale-up Implementation on October 16-18, 2024. A separate advisory will be issued soon with the exact venue and other administrative details.
2. The aim of the activity is to prepare and train a pool of trainers for each Schools Division Office for full implementation in schools designated as Implementing Units. Participants in this activity will also become proficient trainers, ready to provide guidance and support in implementing PMIS at the school level, sustaining PMIS utilization, and ensuring PMIS integration at all levels of governance.
3. Participants to this training for each division are the following:
  - a. 1 Division Planning Officer
  - b. 1 Budget Officer
  - c. 1 SEPS for School Monitoring, Management and Evaluation
  - d. 1 Supply Officer
  - e. 1 Public School District Supervisor with background on PMIS
4. It is recommended that participants must have prior knowledge in the use of PMIS, be knowledgeable on the use of computer office applications, virtual meeting platforms, and online information systems. They should have a working knowledge of program management processes, be willing to travel, and be part of the training team.
5. Participants should accomplish the registration form in this link: <https://tinyurl.com/Reg-PMIS-Scale-up> on or before August 30, 2024, and refer to the indicative program of activities attached as Annex A.
6. For inquiries or further concerns on this matter, you may contact Mr. Marco B. Realista of the Policy, Planning and Research Division (PPRD) through email address: marco.realista@deped.gov.ph.
7. Immediate dissemination and compliance with this Memorandum is desired.

  
**JOCELYN DR ANDAYA, CESO III**  
Director IV



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: ncr@deped.gov.ph  
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**ANNEX A**

**Indicative Program of Activities**

<b>Date</b>	<b>Activity</b>
Day 0 October 15, 2024	Arrival of Participants Standard Room Check-in – 2:00 PM
<b>Day 1 – October 16, 2024</b>	
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"><li>• Rationale</li><li>• Scope</li><li>• Definition of Terms</li><li>• Policy Statement</li></ul>
9:15 AM – 9:45 AM	Part 2: DepEd Order No. 11, s. 2021 <ul style="list-style-type: none"><li>• PMIS Major Processes and Accountability per Level of Governance</li><li>• Monitoring and Evaluation</li><li>• References and Transitory Provision</li></ul>
<b>PLAN AND BUDGET PREPARATION</b>	
9:45 AM – 11:00 AM	Basics of WFP
11:45 AM – 12:00 NN	Allocation of Budget
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 2:00 PM	Expenditure Matrix
2:00 PM – 3:00 PM	APP-CSE
3:00 PM – 4:00 PM	PPMP
4:00PM – 5:00 PM	Review and updating of Status of WFP





**Republic of the Philippines**  
**Department of Education**  
**NATIONAL CAPITAL REGION**

Day 2 – October 17, 2024	
8:00 AM – 8:30 AM	Opening Preliminaries MOL
<b>IMPLEMENTATION STAGE</b>	
8:30 AM – 9:30 AM	Enhanced AR/ATC Facility <ul style="list-style-type: none"> <li>Printable template for AR/ATC to Planning/ Progress Monitoring, Budget, Accounting, and Approving Authority “Thru Field” (with default 3 signatories)</li> </ul>
9:30 AM – 11:00 AM	Enhanced Sub-ARO Facility <ul style="list-style-type: none"> <li>Tab to separate the Issued and Received Sub ARO</li> </ul>
<b>PROGRESS MONITORING</b>	
11:00 AM – 12:00 NN	Physical Accomplishment Reporting <ul style="list-style-type: none"> <li>Downloading and uploading of physical accomplishment report</li> </ul>
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 5:00 PM	Financial Accomplishment Reporting <ul style="list-style-type: none"> <li>Enhancements on Accomplishment Reporting (Obligation/ Disbursement)</li> <li>Revised Mass Uploading of ORS and Disbursement Data within the functional Divisions of each Region or Division</li> <li>Uploading template in CSV format</li> </ul> To allow the Budget Officer and Accounting Officer to remove incorrect uploaded data deleting
Day 3 – October 18, 2024	
8:00 AM – 8:00 PM	Opening Preliminaries MOL
<b>PLAN ADJUSTMENT</b>	
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	Spill-Over Activities and Tutorial Sessions for participants with difficulties
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 3:00 PM	Closing Program <ul style="list-style-type: none"> <li>Insights</li> <li>Nest Steps/Closing Remarks/Acknowledgement</li> </ul> Awarding of Certificates
3:00 PM – 5:00 PM	Home Sweet Home



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: [depedncr.com.ph](http://depedncr.com.ph)

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



Certificate No. PnP-OMS 24.01.0193