



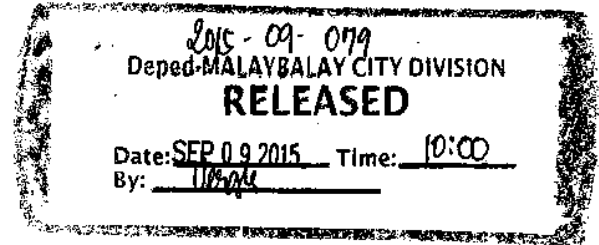
DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City



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**DIVISION MEMORANDUM**

No. 323 s. 2015



TO: Education Program Supervisor (SPED)  
Education Program Supervisor (SPA)  
Division Accountant III  
Division Planning Officer III  
Bukidnon NHS Principal  
This Division

FROM: *[Signature]*  
**EDILBERTO L. OPLENARIA, CESO VI**  
OIC-Schools Division Superintendent

SUBJECT: **DISSEMINATION OF UNNUMBERED REGIONAL MEMORANDUM DATED AUGUST 27, 2015 RE: ORIENTATION CUM TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

Date: September 3, 2015

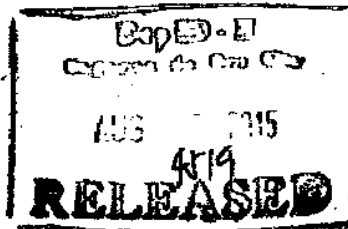
1. For the information and guidance of all concerned, enclosed is **Unnumbered Regional Memorandum dated August 27, 2015 re: Orientation Cum Training on Program Management Information System (PMIS)**, the content of which is self-explanatory.
2. Immediate dissemination of this memorandum is highly desired.



Republic of the Philippines  
 Department of Education  
**REGION X-NORTHERN MINDANAO**  
 Fr. Mastersons Avenue  
 Zone 1, Upper Baulang, Cagayan de Oro City



**MEMORANDUM**



**To : Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 This Region**

**From : ATTY. SHIRLEY D. CHATTO**  
 OIC-Regional Director

**Date : August 27, 2015**

**Subject : Orientation cum Training on Program Management Information System (PMIS)**

1. In pursuit of improving internal efficiency particularly in managing, monitoring, and reporting of different programs, activities, and projects, DepEd Regional Office through the Policy Planning & Research Division (PPRD) will be conducting an Orientation cum Training on Program Management Information System (PMIS) on September 9-11, 2015.
2. The PMIS is designed to improve the progress monitoring system of the Department. It will provide quality, relevant, and timely data and information on the implementation of various PAPs at all levels that can be used for operational planning, program review, impact evaluation, and policy decisions. Moreover, it will enable relevant Offices to do periodic tacking of physical and financial performance of PAPS.
3. Enclosed are the expected participants.
4. Participants shall bring the following:
  - a. Laptop
  - b. Extension cord
  - c. Dangle pocket WI-FI or Mobile Broadband Stick for internet connectivity
  - d. Documents

Responsible Personnel	Requested Data/Documents
Regional Finance Officer	Records of the Sub-Allotment Release Orders (SAROs) for Special Programs (Regional Science High School, Science Technology and Engineering, Special Science for Elementary Schools, Special Education Program, and Special program for the Arts/Special Program for the Sports)

<b>Division Planning Officer</b>	Soft copy of the 2015 Approved WFPs of the recipient schools duly signed by the Schools Division Superintendent.
<b>Division Accountants</b>	Copy of the Sub-Allotment Release Orders (SAROs) for Special Programs (Regional Science High School, Science Technology and Engineering, Special Science for Elementary Schools, Special Education Program, and Special program for the Arts/Special Program for the Sports) released to recipient implementing units
<b>Division Education Program Supervisors</b>	Hard copy of the 2015 Approved WFPs of the recipient schools duly signed by the Schools Division Superintendent.  PowerPoint Presentation using the format enclosed (Attachment 2 & 3)
<b>School Heads</b>	Hard copy of the 2015 Approved WFPs of the recipient schools duly signed by the Schools Division Superintendent.

Division Planning Officers, Division Education Program Supervisors and School Heads are required to be present in the whole duration of the Orientation (Day 1-3). Regional Finance Officer and Division Accountants are expected to be at the training venue on Day 3 only.

Provision of meals and snack will start with AM snacks of day 1 and PM snacks of day 2. Accommodation of the Division Planning Officers, Division Education Program Supervisors and School Heads starts on Day 1 while accommodation of the Division Accountants will be on Day 2.

Meals & accommodation will be charged to PMIS Funds, while per diem, travelling and other incidental expenses shall be charged to local funds subject to the usual budgeting, accounting and auditing policies, rules and regulations.

For compliance.

## Attachment I

## SUMMARY OF PARTICIPANTS

ORIENTATION CUM TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)  
SEPTEMBER 9-11, 2015

	DIVISION	DIVISION OFFICE PARTICIPANTS	SCHOOL PRINCIPAL	TOTAL NO. OF PARTICIPANTS
1	BUKIDNON	-		
		EPS - SPED	MANOLO FORTICH CES	5
		EPS - SSESS		
		PLANNING OFFICER		
		ACCOUNTANT		
2	CAGAYAN DEO ORO CIT	EPS - STE	GUSA RSHS	5
		EPS - RSHS		
		PLANNING OFFICER		
		ACCOUNTANT		
3	CAMIGUIN	EPS - SPED	MAMBAJAO CS	5
		EPS - SSESS		
		PLANNING OFFICER		
		ACCOUNTANT		
4	GINGOOG CITY	EPS - SPED	GINGOOG CITY NCHS	5
		EPS - SSESS		
		PLANNING OFFICER		
		ACCOUNTANT		
5	ILIGAN CITY	EPS - SPED	SGT MIGUEL CANOY MEMORIAL CES	5
		EPS - STE		
		PLANNING OFFICER		
		ACCOUNTANT		
6	LANAO DEL NORTE	EPS - SPED	BATANGAN ES	5
		EPS - SSESS		
		PLANNING OFFICER		
		ACCOUNTANT		
7	MALAYBALAY CITY	EPS - SPA	BUKIDNON NHS	5
		EPS - SPED		
		PLANNING OFFICER		
		ACCOUNTANT		
8	MISAMIS OCCIDENTAL	EPS - SPED	MIS OCC NHS	5
		EPS - SSESS		

		PLANNING OFFICER		
		ACCOUNTANT		
9	MISAMIS ORIENTAL	EPS - SPED	MOGCHS	5
		EPS - SPS		
		PLANNING OFFICER		
		ACCOUNTANT		
10	OROQUIETA CITY	EPS - SPED	OROQUIETA CITY CENTRAL ES	5
		EPS - SSESS		
		PLANNING OFFICER		
		ACCOUNTANT		
11	OZAMIZ CITY	EPS - SPED	OZAMIZ CITY CENTRAL SCHOOL	5
		EPS - STE		
		PLANNING OFFICER		
		ACCOUNTANT		
12	TANGUB CITY	EPS - SPED	TANGUB CITY NHS	5
		EPS - STE		
		PLANNING OFFICER		
		ACCOUNTANT		
13	VALENCIA CITY	EPS - SPED	VALENCIA NHS	5
		EPS - STE		
		PLANNING OFFICER		
		ACCOUNTANT		
	TOTAL			65

Attachment 2



Republic of the Philippines  
 Department of Education  
**REGION X-NORTHERN MINDANAO**  
 Ft. Mactanons Avenue  
 Zone 1, Upper Balulang, Cagayan de Oro City

**PHYSICAL REPORT**

Program Name: \_\_\_\_\_  
 Division: \_\_\_\_\_

Performance Indicator	2014 Physical		Variance (Target-Actual)	Reasons for Variance	
	Target	Actual		Classification*	Specific Issue

Over-all status as of June 30, 2015

Performance Indicator	2015 Physical		Variance (Target-Actual)	Reasons for Variance	
	Target	Actual		Classification*	Specific Issue

Over-all status as of August 20, 2015

\*P-Policy Issue, O-Operational Issue, A-Administrative issue, Others (specify)

**Note: Data should be taken from PMIS**

**Attachment 3**



Republic of the Philippines  
 Department of Education  
**REGION X-NORTHERN MINDANAO**  
 Fr. Mastersons Avenue  
 Zone 1, Upper Belulang, Cagayan de Oro City



**FINANCIAL REPORT**

Program Name: \_\_\_\_\_  
 Division: \_\_\_\_\_

Component	FY 2014 Financial		Variance	Reasons for Variance	
	Allotment	Obligation Incurred		Classification*	Specific Issue

Over-all status as of June 30, 2015

Component	FY 2015 Financial		Variance	Reasons for Variance	
	Allotment	Obligation Incurred		Classification*	Specific Issue

*Chargeable Against Continuing Funds*

Over-all status as of August 20, 2015

\*P-Policy Issue, O-Operational Issue, A-Administrative issue, Others (specify)

**Attachment 4**



Republic of the Philippines  
 Department of Education  
**REGION X-NORTHERN MINDANAO**  
 Fr. Mastersons Avenue  
 Zone 1, Upper Balulang, Cagayan de Oro City



**INDICATIVE PROGRAM OF ACTIVITIES**

**Venue: To be arranged**

**Day 1 (Division Planning Officers, Division Education Program Supervisors and School Heads)**

<b>TIME</b>	<b>ACTIVITY</b>
8:00-10:00	Registration
10:00-10:30	Opening Program
<b>Session 1: Rationale and Objective</b>	
10:30-12:00	<ul style="list-style-type: none"> <li>✓ DepEd Order 20, 2015</li> <li>✓ Deped Order 38, 2015</li> </ul>
<b>LUNCH</b>	
<b>Session 2: Presentation of Schools Division Offices on the Accomplishments</b>	
1:00-3:00	
<b>Session 3: Introduction to PMIS</b>	
3:00-5:00	<ul style="list-style-type: none"> <li>✓ Objectives and Benefits</li> <li>✓ Scope for 205</li> <li>✓ Major Processes</li> <li>✓ Users and Types of Roles</li> <li>✓ Features</li> </ul>

**Day 2 (Division Planning Officers, Division Education Program Supervisors and School Heads)**

<b>TIME</b>	<b>ACTIVITY</b>
8:00-8:30	Management of Learning
<b>Session 4: PMIS Demonstration</b>	
8:30-12:00	
<b>Session 5: PMIS Workshop Proper</b>	
1:00-5:00	<b>Workshop Mechanics</b> <ul style="list-style-type: none"> <li>1. Uploading of Work and Financial plan</li> <li>2. Accomplishment Reporting (online)</li> </ul>

**Day 3 (Division Accountants, Division Planning Officers, Division Education Program Supervisors and School Heads)**

<b>TIME</b>	<b>ACTIVITY</b>
8:00-8:30	Management of Learning
<b>Session 6: Designing Project Monitoring Mechanisms for Improved Governance and Accountability</b>	
8:30-12:00	
<b>LUNCH</b>	
1:00-3:00	Next Steps/Agreements
3:00-3:30	Closing Program