



Republic of the Philippines  
 Department of Education  
 Division of Malaybalay City

UNM 173  
 MALAYBALAY CITY  
**RELEASED**  
 DEC 13 2018 TIME: 9:10  
 BY: [Signature]

**MEMORANDUM TO:**

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FROM : **REBONFAMIL R. BAGUIO**  
 Schools Division Superintendent

DATE : December 12, 2018

SUBJECT : **ATTENDANCE TO SEMINAR-WORKSHOP ON THE DIVISION  
 ROLL OUT OF PROJECT MANAGEMENT INFORMATION SYSTEM  
 (PMIS)**

Pursuant to Regional Memorandum No. 767 s. 2018 re: *Implementation of Program Management Information System (PMIS)*, you are hereby informed that this Office will conduct a two-day Seminar-Workshop on the Roll Out of PMIS, on December 20-21, 2018 at Waterpool Microhotel, Casisang, Malaybalay City.

Participants are requested to bring laptop, extension wire, internet connection, Work and Financial Plan (WFP), and training design of your respective programs.

Meals and other incidental expenses are chargeable against Division MOOE subject to the usual accounting rules and regulation.

Queries relative to this, contact Novem A. Sescon/Division Planning Officer through 088-314-0094.