

Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



(08822)724615, (088)8564454/Fax(088)8564524

Memorandum # _____ s. 2015

TO: **JOHNNY D. REDONDO** - EPS (SPS)
 SALLY S. AGUILAR - EPS (SPED)
 EDWIN L. GAMOROT - Planning Officer
 ANGELITA S. RANALAN - Accountant
 PEDRO R. ESTANO Jr. - MOGCHS Principal

FROM: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
 Schools Division Superintendent

SUBJECT: **Participation on the Orientation on Program Management**
 Information System (PMIS)

DATE: **September 3, 2015**

You are advised to attend the above-mentioned Orientation cum Training on Program Management Information System on September 9-11, 2015. The venue will be announced later.

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 tracking of physical and financial performance of PAPS.

Participants are requested to bring the following:

- A. Laptop
- B. Extension cord
- C. Dangle pocket WI_FI or mobile broadband Stick for internet connectivity
- D. Documents (Please refer to the unnumbered Reg. Memo attached)

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.

Provisions of meals and snack will start with AM snacks of day 1 and PM snacks of Day 3. 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 and accommodation will be charged to PMIS Funds, while per diem, traveling and other incidental expenses shall be charged to local funds subject to the usual budgeting, accounting and auditing policies, rules and regulations.

Attached is the unnumbered Regional memorandum dated August 27, 2015.

For compliance.

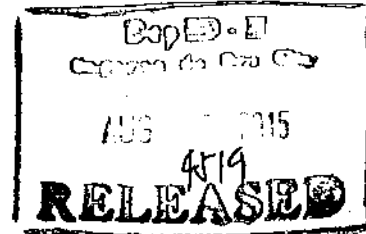


Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
Fr. Mastersons Avenue
Zone I, Upper Balulang, Cagayan de Oro City



MEMORANDUM

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



From : **ATTY. SHIRLEY O. 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)

Division Planning Officer	Soft copy of the 2015 Approved WFPs of the recipient schools duly signed by the Schools Division Superintendent.
Division Accountants	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
Division Education Program Supervisors	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)
School Heads	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 1

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
 Fr. Mastersons 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
<i>Chargeable Against Continuing Funds</i>					

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 Balulang, Cagayan de Oro City



FINANCIAL REPORT

Program Name: _____

Division: _____

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

Over-all status as of June 30, 2015

Component	FY 2015 Financial			Variance	Reasons for Variance	
	Allotment	Obligation Incurred	Liquidation		Classification*	Specific issue
<i>Chargeable Against Continuing Funds</i>						

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)

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

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

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

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

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