



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division
Superintendent**

June 30, 2023

DIVISION MEMORANDUM

No. 365 s. 2023

**REITERATION OF THE STRICT COMPLIANCE AND INSTITUTIONALIZATION OF DEPED
ORDER NO. 11, s. 2021 re: GUIDELINES ON THE OPERATIONALIZATION OF THE
PROGRAM MANAGEMENT INFORMATION SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisor for SGOD and CID
Education Program Supervisors and Specialists
Section Heads
All Others Concerned

1. For the institutionalization of the Program Management Information System (PMIS), Schools Division Office personnel are instructed to strictly comply and institutionalize the required PMIS major processes and accountability per level of governance, particularly for the Program Owners and Operating Units, in accordance with provisions stated in the Enclosure to DO 011, s. 2021, to wit:

- a. Accessing the PMIS
- b. Preparing Plans and Budgets
- c. Executing and Implementing the Plan
- d. Progress Monitoring, Plan Adjustment, and Generation of Reports
- e. Roles and Responsibilities

2. To support the optimal and timely implementation of proposed activity that is in accordance with the approved Work and Financial Plan (WFP), creation of Activity Request is necessary to trigger the fund release.

3. On the other hand, if the proposed activity is not included in the approved WFP, an Authority to Conduct (ATC) must be secured prior to the plan execution. The program owner must provide legal basis or documentation of directives to implement such activity to support the ATC. Moreover, if the proposed activity is included in the approved WFP, but has major deviations from the original WFP, an ATC must be secured prior to plan execution. The variations which are covered by this requirement include: increase in budget requirement for the activity amounting to at least ten percent(10%) of the approved activity budget reflected in the WFP; change in the nature of the activity; or change in scope of the activity.

4. Enclosed are processes and workflow involved in the creation and approval of Activity request and Authority to Conduct for your reference. Also, a video tutorial can be accessed thru this link- <https://bit.ly/pmisvideotutorials>

5. Immediate and wide dissemination of this Memorandum is desired.


EDILBERTO L. OPLENARIA EdD, CESO V
Schools Division Superintendent

SGOD, ELG



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Republic of the Philippines
Department of Education

04 OCT 2022

DepEd MEMORANDUM
No. **088**, s. 2022

**REITERATION OF THE STRICT COMPLIANCE AND INSTITUTIONALIZATION
OF DEPED ORDER NO. 011, S. 2021**

(Guidelines on the Operationalization of the Program Management Information System)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Program Management Information System (PMIS), which serves as a platform and an official source of data for the Programs, Projects, and Activities (PPAs), is developed by the Department of Education (DepEd) and was implemented through DepEd Order (DO) No. 011, s. 2021 titled **Guidelines on the Operationalization of the Program Management Information System (PMIS)**.
2. The Department shall enforce the aforementioned DO in order to increase the transparency of plans and programs, aid in policy formulation and decision-making, ensure a more diligent and systematic preparation of plans and budget, and enforce planning and implementation standards for the effective and efficient management of PPAs at all levels of governance.
3. DepEd personnel and officials at the Central Office, regional offices, and schools division offices are instructed to strictly comply and institutionalize the required PMIS major processes and accountability per level of governance, particularly for the Program Owners and Operating Units, in accordance with the provisions stated in the Enclosure to DO 011, s. 2021. Specifically, the following must be strictly adhered to:
 - a. Accessing the PMIS (Page 5);
 - b. Preparing Plans and Budgets (Page 6);
 - c. Executing and Implementing the Plan (Page 8);
 - d. Progress Monitoring, Plan Adjustment, and Generation of Reports (Page 9); and
 - e. Roles and Responsibilities (Page 10).
4. For the institutionalization of this system, all offices must strictly adhere to implementation arrangement and the timeline for submitting the annual operational plans and all other required PMIS reports such as Physical, Financial, and Procurement related reportorial requirements with the corresponding office in charge, as outlined on Page 15 of the same DO in Annex 1, Section 2.A.

5. In addition, in Section B of the same Annex, the Basic Education Inputs (BI) module of the PMIS shall be used by all offices managing programs that support the allocation of crucial resources to schools and community learning centers for the delivery of basic education.
6. PMIS outputs are crucial in determining the real-time status of DepEd PPAs funded under the General Appropriations Act (GAA). It is therefore directed that all offices with specified roles in the system shall comply with the requirements of PMIS as defined in DO 011, s. 2021.
7. For detailed information, concerns, and request for capacity building program on PMIS, please contact the **Planning Service-Planning and Programming Division**, 2nd Floor Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.ppd@deped.gov.ph or at telephone numbers (02) 8633-7216 and (02) 8638-8634.
8. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


EPIMACO V. DENING III
Undersecretary and Chief of Staff

Reference:

DepEd Order (No. 011, s. 2021)

To be indicated in the Perpetual Index
under the following subjects:

BUDGET
BUREAUS AND OFFICES
POLICY
PROGRAMS
PROJECTS
REQUIREMENTS
SCHOOLS



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DEPED-OSEC-472230

REQUESTING, REVIEWING, AND APPROVAL PROCESSES OF AR/ATC

DEPARTMENT OF EDUCATION

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Guidelines for AR/ATC

Creation of **Activity Request (AR)** and **Authority to Conduct (ATC)** is only applicable if the Work and Financial Plan (WFP) status is **Completed** in the PMIS.

AR/ATC must be supported by the following documents:

- Activity Design/Program of Activities
- List of Participants
- Detailed Financial Requirements
- Specialty Clearance, if needed in the activity
- Accomplished Purchase Request (PR)
- ORS and DV for cash advance request

AR/ATC template - (DO 16 s. 2018 March 28, 2018 – Implementing guidelines on the release and the use of funds for fiscal year 2018)

DO 6 s. 2019 April 22, 2019 – Revised Signing Authorities for Financial Matters

DEPARTMENT OF EDUCATION

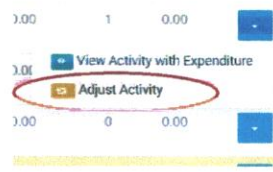
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Activity Request/Authority to Conduct

List of improvements:

- Revision on how to bump-off activities in an activity/ies**
 - Bump-off is done upon requesting AR and creation of ATC



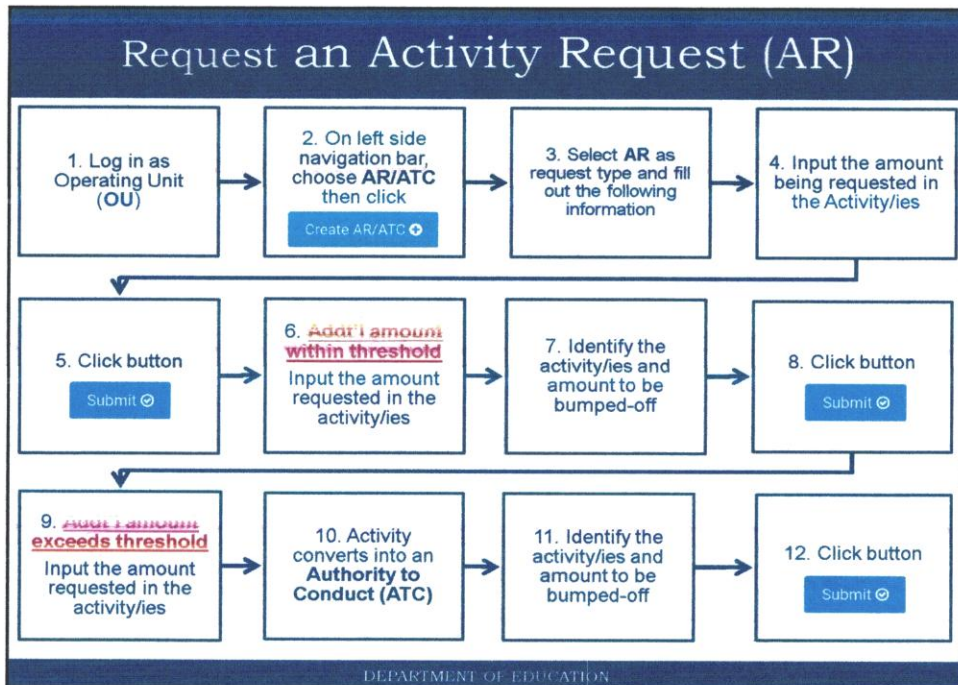
Adjust Activity is removed from Activity level. Will only be available after the conduct of Progress Monitoring for Plan Adjustment

- Change in the process of reviewing the Activity Request (AR)**

<p>FROM:</p> <ol style="list-style-type: none"> 1. Progress Monitoring Unit 2. Budget Unit 3. Accounting Unit 	<p>TO:</p> <ol style="list-style-type: none"> 1. Progress Monitoring Unit 2. Budget Unit
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DO 016, s. 2018

7. DepEd Plan Implementation Documents – Activity Request and Authority to Conduct

- 7.1 To support the optimal and timely implementation of plans, the Department uses two (2) modes of plan execution, depending on the compliance of proposed plans/activities to the approved Work and Financial Plan.
- 7.2 If the proposed activity is in accordance with the approved WFP or the approved revised WFP of the office, then an **Activity Request (AR)** shall be used to trigger funds release for the conduct of the said activity. The offices may revise their WFPs and corresponding PPMPs once every quarter after the conduct of the Program Implementation Review (PIR). After which, the offices shall be given ten (10) working days to revise their WFPs and PPMPs. See **Annex C** for the template, process and workflow involved in the approval of an AR.
- 7.3 If the proposed activity is not included in the approved WFP, an **Authority to Conduct (ATC)** must be secured prior to plan execution. The office must provide legal basis or documentation of directives to implement such activity to support the ATC. This may be allowed in cases wherein the Department is tasked by the President or other oversight agencies to implement activities that are not included in the original WFP.
- 7.4 If the proposed activity is included in the approved WFP, but has major deviations from the original plan, an ATC must be secured prior to plan execution. The variations which are covered by this requirement include: increase in budget requirement for the activity amounting to at least ten percent (10%) of the approved activity budget reflected in the WFP for the field offices or amounting to Php100,000.00 or more for Central Office; change in the nature of the activity; or change in scope of the activity. See **Annex D** for the template, process and workflow involved in the approval of an ATC.
- 7.5 If there is any increase in the requested amount from the approved amount in the WFP, whether through AR or ATC.

PMIS Accounts

Log-in to: <https://pmis.deped.gov.ph/>

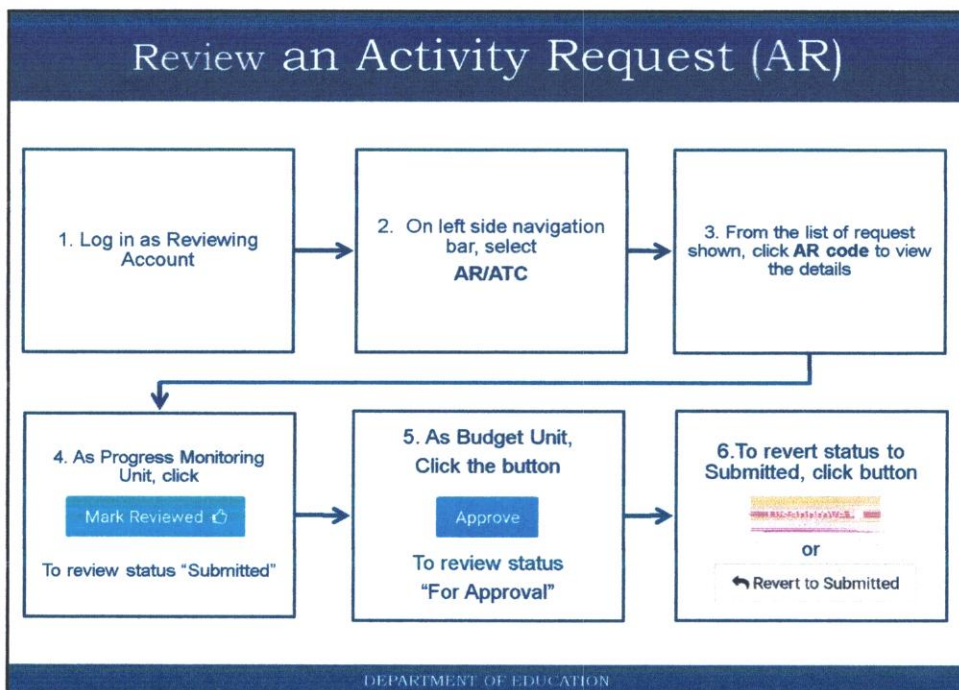
Accounts to be used for creating AR/ATC request in the PMIS:

- Operating Unit
 - CID – 6252iu1
 - OSDS – 6253iu1
 - SGOD – 6254iu1

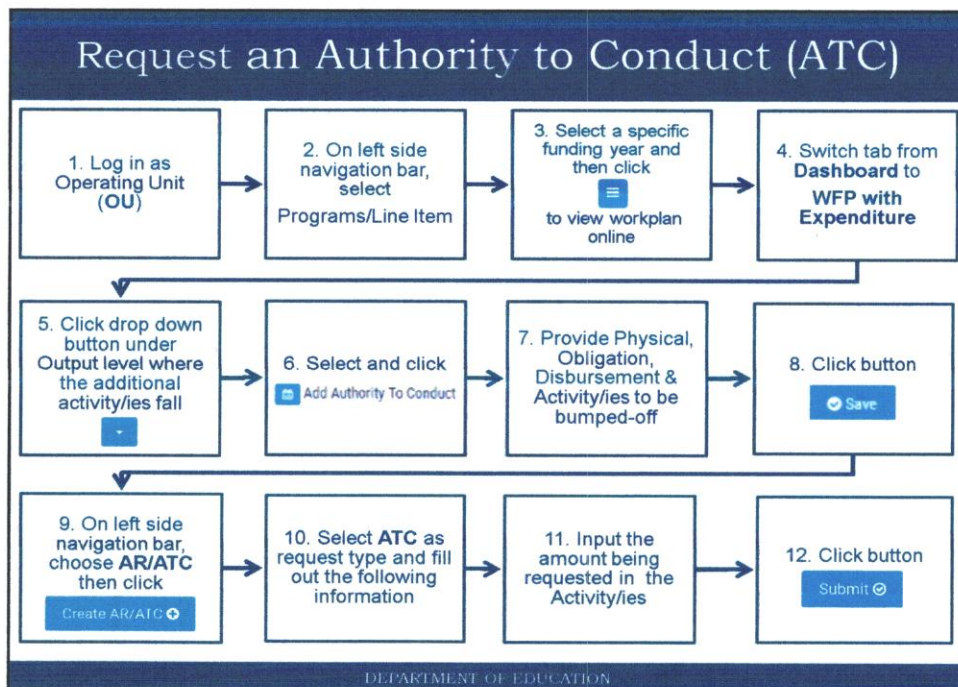
Accounts to be used for the Review and Approval of the request:

- Progress Monitoring Unit - 953pm
- Budget Unit – 953fo
- Accounting Unit – 953ao
- Approving Authority – 953aa

Note: default password - password



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