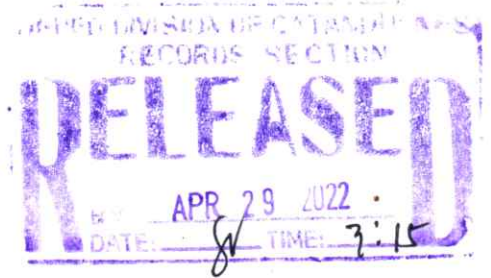





Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

To: **Asst. Schools Division Superintendent**
Ma. Cielo C. Tubale, Administrative Officer V (Budget)
Angelo James O. Aguinalde, Accountant III
Sarah S. Chiong, SEPS for SMME
Elizabeth S. Urbano, EPS HRD
Rey C. Bonayon, Planning Officer III
Cristina T. Barrameda, Administrative Officer IV (Supply)
Eva S. Tolentino, Administrative V (BAC Secretariat)
Jesslyn T. Taway, EPS (LRMDS)
Ar-Jay Callos, TIII, Virac Pilot ES

From: 
SUSAN S. COLLANO
Schools Division Superintendent

Subject: **Capacity Building and Training on Roll-Out of Program Management Information System (PMIS) for Schools Division Offices and Selected Implementing Units**

Date: **April 29, 2022**

The Regional Office will conduct the above subject Capacity Building and Training on Roll-Out of Program Management Information System (PMIS) per attached Regional Memorandum. You are hereby directed to attend said activity.

See attached Regional Memorandum for details.

For compliance.





Republic of the Philippines
Department of Education
 REGION V - BICOL



Office of the Regional Director

MEMORANDUM

TO : Assistant Regional Director
 Schools Division Superintendents
 Chiefs of Finance, QAD, PPRD, CID, and SGOD
 Regional Office PMIS Technical Working Group
 Policy, Planning, and Research Division
 Finance Division
 Quality Assurance Division
 SDO PMIS Key Personnel
 All Others Concerned



FROM : GILBERT T. SADSAD
 Regional Director

SUBJECT : Capacity Building and Training Roll-Out on Program Management Information System (PMIS) for Schools Division Offices and Selected Implementing Units

DATE : March 30, 2022

1. This Office, through the Policy, Planning, and Research Division, will conduct the Capacity Building and Training Roll-Out on Program Management Information System (PMIS) for Schools Division Offices and Selected Implementing Units on May 23 to June 1, 2022 at RELC Function Hall, Rawis, Legazpi City.
2. This capacity building will able the participants to:
 - a. familiarize and be skilled on the enhanced Program Management Information System (PMIS);
 - b. support RO's/Schools Division Office's/School's Planning and Budget Strategy; and
 - c. improve the progress monitoring of the status of programs, projects, and activities implementation across all governance levels
3. See Enclosure 1 for the schedule per cluster and list of expected participants.
4. Expenses relative to the conduct of this training shall be charged to the Program Support Fund for PMIS while the travelling expenses of participants are chargeable against local funds subject to the existing budgeting, accounting, and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum is desired.

pprd/rtb/msc



Regional Center Site, Rawis, Legazpi City 4500

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Republic of the Philippines
Department of Education
 REGION V - BICOL

Enclosure 1: Schedule per cluster and List of Expected Participants

| Schedule | Cluster | Maximum No. of Pax |
|------------------------|--|---|
| May 23-25, 2022 | Cluster 1: SDOs of Albay, Catanduanes, Ligao City, Legazpi City, and Tabaco City | 15 participants per SDO 5 x 15 =75 Plus 30 Total Participants= 105 |
| May 26-28, 2022 | Cluster 2: SDOs of Masbate, Masbate City, Sorsogon, and Sorsogon City | 15 participants per SDO 4 x 15 =60 Plus 30 Total Participants= 90 |
| May 30 to June 1, 2022 | Cluster 3: SDOs of Camarines Norte, Camarines Sur, Iriga City, and Naga City | 15 participants per SDO 4 x 15 =60 Plus 30 Total Participants= 90 |

| Schools Division Office | No. of Participants | |
|---|---------------------|-----------|
| Office of the Schools Division Superintendent (OSDS) | | 3 |
| SDS/ASDS | 1 | |
| Administrative Officer V (Budget Section) | 1 | |
| Accountant III | 1 | |
| Curriculum Implementation Division | | 2 |
| Program Implementers | 2 | |
| Schools Governance and Operations Division (SGOD) | | 3 |
| SEPS for SMME Section | 1 | |
| SEPS for Planning and Research Section | 1 | |
| Planning Officer III | 1 | |
| Administrative Officer IV (Property and Supply Section) | 1 | 1 |
| BAC Secretariat | 1 | 1 |
| Selected School Heads of IUs | 5 | 5 |
| TOTAL | | 15 |
| .. | | |
| Executive and Technical Working Committee | | 30 |
| Resource Persons / Guests from CO and RO | 10 | |
| PPRD | 12 | |
| Finance | 5 | |
| QAD | 3 | |



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