

Republic of the Philippines
Department of Education
Region V(Bicol)

SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

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RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

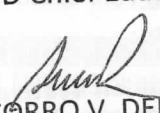
Date NOV 13 2018

Time: 1:48 P.M.

Initial/Signature: [Signature]

MEMORANDUM

TO : Assistant Schools Division Superintendent
CID Chief Education Supervisor, and
SGOD Chief Education Supervisor

FROM : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

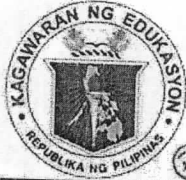
SUBJECT : PREPARATION OF FY 2019 WFP, PPMP, APP, AND APP-CSE FOR
PMIS REGIONAL AND DIVISION TRAINING WORKSHOP

DATE : November 13, 2018

In connection with the Regional Memorandum dated October 29, 2018 Re: Program Management Information System (PMIS) Regional and Division Training Workshop cum Training of Trainers (ToT) (Phase 1) please prepare said plans per Functional Division in the SDO (OSDS, CID and SGOD).

For the pre-work activity, the Chiefs of the Functional Divisions in the SDO are advised to conduct consultation with their Program Managers/Implementers. This will help align the PAPs with our DEDP, obligation and cash or disbursement programs and ensure availability of resources as needed by the recipients.

For information, guidance, and strict compliance.



REPUBLIC OF THE PHILIPPINES
Department of Education

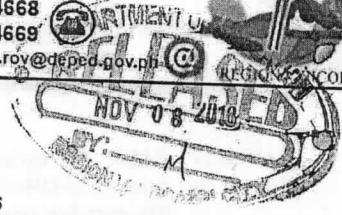
REGION V

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MEMORANDUM

To : OIC-Assistant Regional Director
Schools Division Superintendents
Chief of the Policy, Planning, and Research Division (PPRD)
and Finance Division (FD), *this Office*
All Others Concerned

From : 
GILBERT T. SADSAD
Director III
OIC, Office of the Regional Director

Subject : Program Management Information System (PMIS) Regional
and Division Training Workshop cum Training of Trainers (ToT)
(Phase 1)

Date : October 29, 2018

With the aim to help in the plan implementation and program monitoring and evaluations across all levels of governance, the Department of Education have already rolled-out the Enhanced Program Management Information System (E-PMIS) to the Central, Regional, and Schools Division Offices. Part of the roll-out activity was the conduct of the National and Regional Training of Trainers (RToT) which was held last August to September, 2018. The objectives of the said activity were: 1.) to orient the primary users of the Regional Offices on the improved modules and facilities of the PMIS; 2.) to put in place the PMIS modules' workflow processes in the different Functional and Support Divisions of the Regional Offices; and 3.) to train the PMIS Regional Implementation Team for the subsequent cascading of the PMIS to the Schools Division Offices.

Relative to this and as result of the RO's commitment to cascade and train its field counterparts, a **Program Management Information System (PMIS) Regional and Division Training Workshop cum Training of Trainers (Phase 1)** will be conducted on **November 19-21, 2018** for Phase 1 and on **December 3-5, 2018** for Phase 2. *Exact venue and other administrative/information notes will be announced through a separate advisory.* This activity will be spearhead by the Policy, Planning, and Research Division (PPRD), the Finance Division (FD), and the Office of the Regional Director (ORD) Proper.

The objectives of this undertaking are:

- a. To capacitate the SDO personnel on the Modules of the PMIS;
- b. For each Functional and Support Division (FSD) in every SDO to come-up with a final Work and Financial Plan with Expenditure Matrix (WFP with EM), Project Procurement Management Plan (PPMP), Annual Procurement Plan (APP), and Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) per Program/Project/Activity (PAP) for Fiscal Year (FY) 2019; and
- c. To synchronize release of funds with the implementation schedule of the different PAPS.

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Likewise, the expected outputs of this activity are:

- a. Trained SDO personnel on PMIS modules; and
- b. Finalized and uploaded Division WFP with EM, PPMP, APP, and APP-CSE per Program/Project/Activity (PAP) for FY 2019

Prior to the activity, each Functional Division in the SDO (OSDS, CID, and SGOD) is requested to review their respective physical and financial accomplishments of the different PAPs conducted in FY 2018. Identification of its implementation concerns, challenges, issues, problems and gaps will help to manage/implement more cost-efficient and effective PAP for FY 2019. Part of the pre-work is the drafting of the FY 2019 WFP with EM, PPMP, APP, and APP-CSE using the prescribed templates to be e-mailed by the PPRD-RO.

For the pre-work activity, the Chiefs of the Functional Divisions in the SDO are advised to conduct consultation with their Program Managers/Implementers. This will help align the PAPs with obligation and cash or disbursement programs and ensure availability of resources as needed by the recipients.

The expected participants to the **Phase 1** activity are the following:

Schools Division Office		No. of Participants	
Office of the Schools Division Superintendent (OSDS)			5
SDS/ASDS		1	
Administrative Officer V (Budget Section)		1	
Accountant III		1	
Administrative Officer V (Administrative Section)		1	
ITO-I		1	
Curriculum Implementation Division (CID)			5
Chief Education Supervisor		1	
Program Implementers / Managers (Education Program Supervisors/PSDSs)		4	
Schools Governance and Operations Division (SGOD)			6
Chief Education Supervisor		1	
SEPS for SMME Section		1	
SEPS for HRDS		1	
SEPS for Planning and Research Section		1	
Engineer III		1	
Planning Officer III		1	
Administrative Officer IV (Property and Supply Section)		1	1
BAC Secretariat		1	1
TOTAL			18
Regional Office Training Staff, Resource Persons, and Guests from CO			
PPRD			6
FD			4
Resource Persons / Guests from RO and CO			6
TOTAL			16

Details for the Phase 2 activity stating among others, the expected participants, venue, and other information notes will be announced thru a separate memorandum.

Expected participants should be primary users (Program Managers and Implementers) of the PMIS who are well versed with the use of computer, office applications, and online information systems, and with working knowledge on program management processes.

Below are the additional advisories for the participants:

- a. Bring the outputs (Draft FY 2019 WFP with EM, PPMP, APP, and APP-CSE) of the preparatory activities during the workshop; and

b. Bring laptop, LCD (1 per SDO, if available), extension cords, and pocket wifi/broadband for internet connectivity (in case of glitches) which will be used during the simulation of uploading the offline templates in the Program Management Information System (PMIS).

Attached as Annex A is the **Indicative Program Design**, for information and reference.

To ensure the smooth arrangement of the activity, all participants are hereby requested to strictly observe the following:

- a. **Confirm the attendance by SDO on or before November 13, 2018 (Tuesday).**
The names of SDO participants should be submitted to PPRD-RO using the template below. Please send it to this e-mail address: pprd.rov@deped.gov.ph.

Division: _____

No.	Name	Position/Designation	Sex	Check-In		Check-Out	
				Date	Time	Date	Time

Identified participants who cannot attend the Division ToT due to other equally important tasks may send a representative/replacement subject to the approval of their respective SDSs. To maximize the learning process and knowledge transfer, each SDO must ensure that the expected number of participants (18 per SDO) must be properly met.

- b. Check-in time is at 2:00 PM of Day 0 (November 18, 2018; Sunday). The first meal to be served will be dinner. Check out of all the participants will be at 12:00 Noon of November 21, 2018 (Wednesday) and the last meal to be served will be (PM) Snacks.
- c. Provisions for venue, accommodation, food, supplies, workshop kits, and other contingencies will be charged to CO Downloaded Funds (Sub-ARO No.: OSEC-5-18-13874 dated October 1, 2018), while the allowable travelling expenses to be incurred by the participants will be charged to their respective Division/Local Funds subject to the existing budgeting, accounting, and auditing rules and regulations.

For inquiries and clarifications, you may please contact **Mr. Roy T. Bañas** of the PPRD-RO at **09192322511** or e-mail address at rt_banas@yahoo.com.

For information, guidance, and strict compliance.

gts/cae/rtb