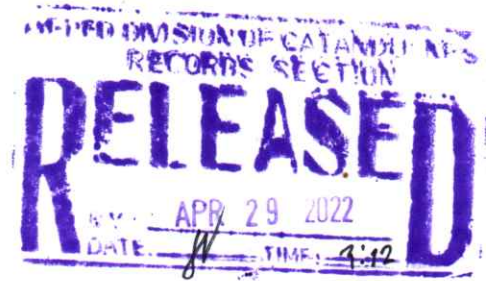




Republic of the Philippines  
Department of Education  
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

To: **School Heads:**  
Catanduanes National High School  
San Andres Vocational School  
Pandan SAT  
Calatagan High School  
Baras Rural Development High School

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.

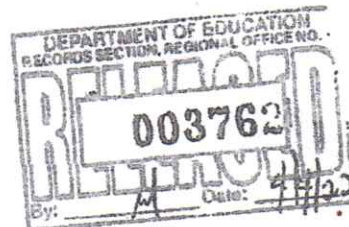
For compliance.

*MOOE*





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

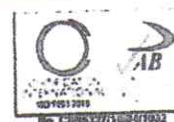
1. This Office, through the Policy, Planning, and Research Division, will conduct the Capacity Building and Training Roll-Out on Program Management Information System (PMIS) for Schools Division Offices and Selected Implementing Units on May 23 to June 1, 2022 at RELC Function Hall, Rawis, Legazpi City.
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
<b>TOTAL</b>		<b>15</b>
<b>Executive and Technical Working Committee</b>		<b>30</b>
Resource Persons / Guests from CO and RO	10	
PPRD	12	
Finance	5	
QAD	3	

e



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