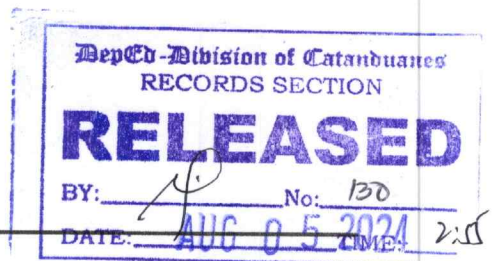




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



UNNUMBERED MEMORANDUM
SGOD-PER-UM-08-01-2024/FPC

TO : **JUAN S. TORREJA**
School Principal II, San Miguel RDHS

SONIA V. PRENSADER
School Principal III, Bato RDHS

FROM : By Authority of the Schools Division Superintendent

EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge

DATE : August 1, 2024

SUBJECT : **CAPACITY BUILDING AND TRAINING ON THE PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS) FOR
SCHOOL LEVEL SCALE-UP IMPLEMENTATION**

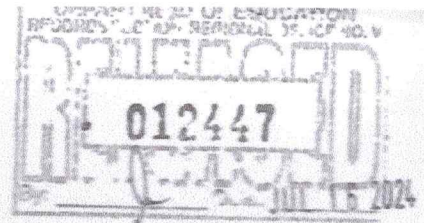
1. In cognizant to the attached Regional Memorandum No. 00775, s. 2024 and issued Memorandum OUA-OUT dated March 14, 2024, on the Guidelines for the Conduct of Program Management Information System (PMIS) School Level Pilot Testing and Scale-Up Implementation, the Policy, Planning, and Research Division will conduct the abovementioned subject on September 23 – 27, 2024, in Legazpi City.
2. This office identified your school to be the two Pilot Implementing Unit Schools which were selected based on the criteria reflected in the attached regional memorandum.
3. The expected participants shall confirm attendance through this link https://bit.ly/Confirmation_PMISSchoolLevelRollOut on or before September 2, 2024.
4. All participants are advised that there will be No Registration Fees to be collected. Expenses related to the conduct of this activity such as venue, meals, supplies/ materials/ kit, accommodation of the participants and other incidental expenses shall be charged to the downloaded fund. In addition, the travel and other incidental expenses of the school participants will be charged to their Local Funds subject to the existing budgeting, accounting, and auditing rules and regulations.
5. For information and guidance.



San Roque, Virac, Catanduanes
052-811463
catanduanes@deped.gov.ph
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Republic of the Philippines
Department of Education
 REGION V - BICOL



11 Jul 2024

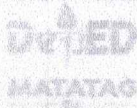
REGIONAL MEMORANDUM
 No. 00775, s. 2024

**CAPACITY BUILDING AND TRAINING ON THE PROGRAM MANAGEMENT
 INFORMATION SYSTEM (PMIS) FOR SCHOOL LEVEL
 SCALE-UP IMPLEMENTATION**

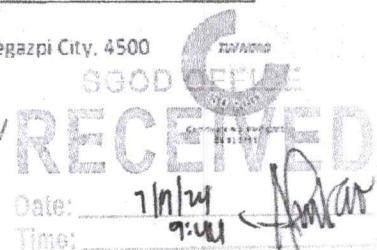
To : Assistant Regional Director
 Schools Division Superintendents
 Chiefs of Finance, QAD, PPRD, CID, and SGOD
 Regional Office PMIS Technical Working Group
 Policy, Planning, and Research Division
 Finance Division
 SDO PMIS Key Personnel
 School Heads and Non-Teaching Personnel of Selected Schools
 All Others Concerned

- Relative to the issued Memorandum OUA-OUT dated March 14, 2024 on the Guidelines for the Conduct of Program Management Information System (PMIS) School-Level Pilot Testing and Scale-Up Implementation, this Office through the Policy, Planning, and Research Division will conduct the Capacity Building and Training on the Program Management Information System (PMIS) for School Level Scale-up Implementation on September 23-27, 2024, in Legazpi City. The indicative program matrix and other administrative and logistical concerns will be issued separately.
- Further, to facilitate the smooth conduct of the said training, an online Regional Staff Orientation Workshop will be conducted on September 3, 2024, 9:00 a.m.
- Furthermore, all Schools Division Offices are requested to identify and submit another **two Pilot Implementing Unit Schools** on or before August 19, 2024. The new set of Pilot Schools must be selected based on the following criteria:

Criteria	Description
Size of School	<ul style="list-style-type: none"> Include a mix of school sizes, ranging from small to extra-large, to assess the scalability of the PMIS School-Level Module. Ensure representation from various school sizes to understand the system's adaptability across educational settings.
Geographical Location	<ul style="list-style-type: none"> Select schools from diverse geographical locations, including urban, suburban, and rural areas.



Address: Regional Center Site, Rawis, Legazpi City, 4500
 Telephone Nos.: 0969 516 9555
 Email Address: region5@deped.gov.ph
 Website: <https://region5.deped.gov.ph/>



Criteria	Description
	<ul style="list-style-type: none"> Consider regional variations (unique characteristics and challenges) to account for potential differences in educational practices and infrastructure availability.
Technological Infrastructure	<ul style="list-style-type: none"> Assess the technological readiness of schools by considering factors such as the availability of computers, internet connectivity, and other essential technologies. Prioritize schools with existing infrastructure that aligns with the requirements of the PMIS School-Level Module.
Willingness to Participate	<ul style="list-style-type: none"> Engage schools that express a genuine interest and willingness to participate in the pilot testing phase actively. Consider feedback from school administrators, teachers, and personnel regarding their enthusiasm and commitment to the testing process.
Technological Infrastructure	<ul style="list-style-type: none"> Assess the technological readiness of schools by considering factors such as availability of computers or laptops, internet connectivity, printers, and other essential technologies and equipment. Prioritize schools with existing infrastructure that aligns with the requirements of the PMIS School-level Module.
Administrative Support	<ul style="list-style-type: none"> Seek commitment and support from school administrators and leadership to actively engage in the pilot testing. Assess the level of administrative buy-in and collaboration, as it is crucial for successfully implementing the PMIS School-Level Module.
Resource Availability	<ul style="list-style-type: none"> Assess the availability of resources, both human and material, within the schools to actively participate in the pilot testing. Consider factors such as the availability of dedicated personnel and the allocation of time and effort for testing activities.


4. The following expected participants shall confirm their attendance through this link <https://moodle.com/confirmation/PMISSchoolLevelModule/> on or before September 2, 2024.

Central Office and Region V Program Management Team	9
CO Resource Persons	4
RO Resource Persons and TWG	5
Schools Division Offices (SDOs)	39
✓ Planning Officer	13
✓ SEPSs for School Management Monitoring and Evaluation	13
✓ Administrative Officer V -Budget Officer	13
Schools	52
✓ School Head	26
✓ Non-Teaching Personnel	26
Grand Total	100

5. For inquiries and clarifications, please contact Ms. Mercy S. Castillo of the PPRD-RO at 0928-874-8631 or e-mail address at mercy.castillo@deped.gov.ph.

6. Furthermore, all participants are advised that there will be **No Registration Fees** to be collected. Expenses related to the conduct of this activity such as venue, meals, supplies/materials/kit, accommodation of the participants and other incidental expenses shall be charged to the downloaded fund. Furthermore, the travelling and other incidental expenses to be incurred by the Regional Office Proper V participants will be charged to RO Funds, while the SDO and school participants will be charged to their Local Funds subject to the existing budgeting, accounting, and auditing rules and regulations.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
Regional Director

Refs.: Memorandum OUA-OUT dated March 14, 2024
DepEd Order No. 11, s. 2021 dated February 24, 2021

Encl.: As Stated.

To be indicated in the Perpetual Index
under the following subjects

CAPACITY BUILDING

PMIS

SCHOOLS

PPRD/msc
07/11/2024