

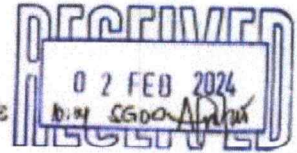


Republic of the Philippines
Department of Education
REGION V - BICOL



31 Jan 2024

REGIONAL MEMORANDUM
No. 000112, s. 2024



ADDENDUM TO THE REGIONAL MEMORANDUM NO. 690, S. 2023 ON THE
CAPACITY BUILDING AND TRAINING ROLL-OUT ON PMIS FOR
SCHOOL LEVEL PILOT TESTING

To : Assistant Regional Director
Schools Division Superintendents
Chiefs of Finance, QAD, PPRD, CID, and SGOD
Regional Office PMIS Technical Working Group
SDO PMIS Key Personnel
All Others Concerned

1. Please be informed that the conduct of the aforementioned activity will be on February 6-9, 2024 at NEAP R5 Function Hall, Rawis, Legazpi City.
2. Further, attached as Annex A is the Tentative Program Design, for reference.
3. Furthermore, since February 9, 2024 falls on a holiday, the participants may be entitled to the Certificate of Overtime Credit subject to the provisions of CSC and DBM Joint Circular No. 2, s. 2004 dated October 4, 2004 titled, "Non-Monetary Remuneration for Overtime Services Rendered."
4. For clarifications, please contact PPRD at pprd@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

GILBERT T. SADSAD
Regional Director

Refs: Regional Memorandum No. 046, s. 2024 dated January 9, 2024
Regional Memorandum No. 722, s. 2023 dated November 28, 2023
Regional Memorandum No. 690, s. 2023 dated November 20, 2023

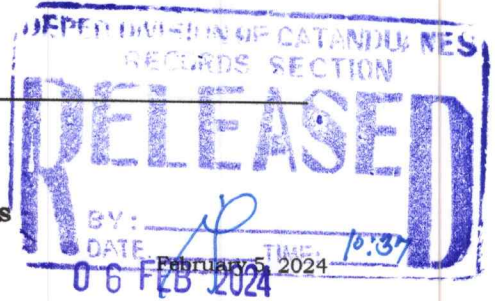
To be indicated in the Perpetual Index
under the following subjects

ACTIVITIES IMPLEMENTATION	INFORMATION PROGRAM	PROJECTS
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PPRD/asm:
01/31/2024



SCHOOLS DIVISION OFFICE OF CATANDUANES



TO : Amelia R. Eusebio - School Head, CNHS
Michelle S. Adelante - Administrative Officer, CNHS
Maybelle V. Rubio - School Head, SAVS
Julie Ann R. Gonzales - Senior Book Keeper, SAVS
All Others Concerned

For Information and guidance.

By Authority of the Schools Division Superintendent

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge

Time	Activity	Responsible
February 6, 2024 (Day 1)		
8:30 a.m. - 9:00 a.m.	Opening Preliminaries National Anthem Invocation Bicol Regional March DepEd Quality Policy Statement Roll Call	Secretariat
9:00 a.m. - 9:30 a.m.	Introduction to PMIS • Rationale and Background (Understanding the School-Level Pilot Testing) • Presentation of Program Background: Overview Objectives/Purpose • Presentation of Training Design	ELVIE D. BIGTAS PO-III, SDO Legazpi City BEBIANO I. SENTILLAS Assistant Regional Director ROY T. BANJAS Chief ES, PPRD
9:30 a.m. - 10:00 a.m.	Session 1: PMIS Overview and Objectives • Navigating the Basics of PMIS • Policy Issuances and Updates • PMIS Key Features and Functionalities • Key Players and their Roles and Responsibilities	MERCY S. CASTILLO PO- III, PPRD
10:00 a.m. - 10:45 a.m.	Session 2: Strategic and Operational Planning	MERCY S. CASTILLO PO- III, PPRD
10:45 a.m. - 11:30 a.m.	Session 3A: The Budget Cycle Session 3B: PMIS Process and Timeline	ROSE ANN B. TUBIG SAO, CXC-CAO-FIND
11:30 a.m. - 12:00 n.n.	Session 4: Accessing the PMIS Workshop 1: Logging in and Out and Quick Navigation of the Operating Unit and Process Owner Accounts	SHANNON D. ABOGADO AO-II, PPRD
12:00 p.m. - 1:00 p.m.	Lunch Break	
1:00 p.m. - 2:00 p.m.	Session 5: Budget Allocation • Individual Allocation • Adjustment of Allocation • Voiding of Allocation Workshop 2: Allocating and Adjusting Budget (Proposal to NEP to GAA)	SHEILA T. MALABANAN Budget Officer III, SDO Legazpi City
Continuation of Day 1		
2:00 p.m. - 3:15 p.m.	Session 6A: Preparation of Expenditure Matrix (Offline Encoding) Workshop 3: Downloading, Filling-out and Uploading of Expenditure Matrix	KARINE TESSA B. DOMINGUEZ PO-III, SDO Albay
3:15 p.m. - 3:45 p.m.	Session 6B: Preparation of Expenditure Matrix (Online Encoding) Workshop 4: Editing of Expenditure Matrix Thru Online Encoding	KARINE TESSA B. DOMINGUEZ PO-III, SDO Albay
3:45 p.m. - 4:45 p.m.	Session 7: Finalization, Review and Approval of Expenditure Matrix • Review and Triangulation of EMs • Uploading and Troubleshooting of EMs • Printing of WFP • Routing for Approval Workshop 5: Marking WFP as Completed	ELVIE D. BIGTAS PO-III, SDO Legazpi City
4:45 p.m. - 5:00 p.m.	Daily Activity Evaluation and Next-Day Instructions	
5:00 p.m. - 6:00 p.m.	Debriefing of Program Management Team	
6:00 p.m. - 7:30 p.m.	Dinner	
February 7, 2024 (Day 2)		
8:00 a.m. - 8:30 a.m.	Preliminaries • Prayer • Nationalistic Song • Management of Learning	Assigned TWG
8:30 a.m. - 10:00 a.m.	Session 8: Preparation of Other Operational Plans (Procurement Plans) • Project Procurement Management Plans (PPMP) • Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) Workshop 6: Updating of PPMP Details and List of APP-CSE	SHANNON D. ABOGADO AO-II, PPRD
10:00 a.m. - 11:30 a.m.	Session 9: Activity Request • Within the allocated budget • Exceeding the allocated budget but within the 10% threshold • Exceeding the 10% threshold Workshop 7: Requesting of AR and Review/Approval of AR	REY C. BONAYON PO-III, SDO Catanduanes
11:30 a.m. - 12:00 p.m.	Lunch Break	
12:00 p.m. - 1:00 p.m.	Session 9: Authority to Conduct • Adding activity as an ATC • Requesting ATC Workshop 8: Requesting of ATC and Review, Verification and Approval of ATC	GIOVANNI I. ASIS PO-III, SDO Camarines Norte
1:00 p.m. - 2:30 p.m.	Session 10: Sub-allotment Release Order (Sub-ARO) • Downloading and Recording of Sub-ARO • Receipt and Confirmation of Sub-ARO • Preparation of WFP for Received PSF Workshop 9: Downloading and Receiving of Sub-ARO	SHEILA T. MALABANAN Budget Officer III, SDO Legazpi City
2:30 p.m. - 3:30 p.m.	Session 11A: Monitoring of Program Accomplishment • Program Implementation Review • Physical Accomplishment Reporting Workshop 10: Reporting of Quarterly Physical Accomplishment	RAINIER C. YANSON SEPS for M&E, SDO Masbate
3:30 p.m. - 4:45 p.m.	Session 11B: Monitoring of Program Accomplishment • Program Implementation Review • Physical Accomplishment Reporting Workshop 10: Reporting of Quarterly Physical Accomplishment	ANA LIZA L. REVIDAD SEPS for M&E, SDO Albay
4:45 p.m. - 5:00 p.m.	Daily Activity Evaluation and Next-Day Instructions	
5:00 p.m. - 6:00 p.m.	Debriefing of Program Management Team	
6:00 p.m. - 7:30 p.m.	Dinner	
February 7, 2024 (Day 2) - Master of Ceremony		
7:30 p.m. - 8:00 p.m.	Master of Ceremony	RAINIER C. YANSON SEPS for M&E, SDO Masbate

Time	Activity	Responsible	Assigned TWG
February 8, 2024 (Day 3)			
8:00 a.m. - 8:30 a.m.	Preliminaries • Prayer • Nationalistic Song • Management of Learning		Assigned TWG
8:30 a.m. - 10:00 a.m.	Session 11B: Monitoring of Program Accomplishment • Financial Accomplishment Reporting (Obligation & Disbursement) Workshop 11: Uploading of BMS Data to PMIS (Financial Accomplishment Reporting)	ROSE ANN B. TUBIG SAO, OIC-CAO FinD SHEILA T. MALABANAN Budget Officer III, SDO Ligao City	
10:00 a.m. - 11:30 a.m.	Session 12: Catch-up Planning and WFP Adjustment • Workshop 12: Adjusting WFP • Open Forum	ELVIE D. BIGTAS PO-III, SDO Legazpi City	
11:30 a.m. - 12:00 NN	Lunch Break		
12:00 n.n. - 1:00 p.m.	Session 13: Preparing for School-Level Pilot Testing • Preparing Schools for Pilot Testing • Roles and Responsibilities of School-Level Trainers • Developing a School-Level Pilot Testing Plan • Final Preparation • Question and Answer	MERCY S. CASTILLO PO-III, PPRD	
1:00 p.m. - 3:00 p.m.	Workshop 13: Finalization and Presentation of School-Level Pilot Testing Plans for the SDOs		
3:00 p.m. - 4:45 p.m.	Daily Activity Evaluation and Next-Day Instructions Debriefing of Program Management Team Dinner		
4:45 p.m. - 5:00 p.m.			
5:00 p.m. - 6:00 p.m.			
6:00 p.m. - 7:30 p.m.			




CAPACITY BUILDING AND TRAINING ROLL-OUT ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) FOR SCHOOL LEVEL PILOT TESTING

February 6-9, 2024
NEAP R5 Function Hall, Rawis, Legazpi City

Dr./Mr./Ms. _____
(This serves as an invitation.)

For the materials, please scan this QR Code or access the link below:



<https://bit.ly/CY2024PMISSchoolLevelMaterials>

"DepEd Bicol CARES, SHARES, and SERVES with a SMILE" POLICY, PLANNING, AND RESEARCH DIVISION