



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

February 26, 2024

DIVISION MEMORANDUM
No. 157, s.2024

**REGIONAL TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM
FOR ROXI PILOT SCHOOLS**

To: **Shiela L. Cambungga**- Planning Officer III
Sandy G. Yee- Principal IV/ Nabunturan NCHS
Kristian Anhara L. Martesio- Principal IV/ Monkayo NHS

1. Please be informed of the enclosed Regional Memorandum PPRD-2024-015 dated February 23, 2023 entitled, "Conduct of Regional Training on Program management Information System (PMIS) for ROXI XI Pilot Schools on March 4-7, 2024 at Apo View Hotel, Davao City.
2. You are expected to attend the said activity together with your designated planning officer, monitoring and evaluation focal person, and finance officer/ bookkeeper.
3. Travel and incidental expenses are chargeable against the division /school MOOE subject to usual accounting and auditing rules and regulations.
4. For your information and guidance.


CRISTY C. EPE
Schools Division Superintendent



Capitol Complex, Cabidanan, Nabunturan, Davao de Oro
website: www.depeddavaoedeoro.ph ● email ad: davaoedeoro@deped.gov.ph ● cp#: +639513871728

PIONEERING In Instructional Innovations **PROPAGATING** Universal Values **PRODUCING** Globally Competent Graduates





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Policy, Planning and Research Division

REGIONAL MEMORANDUM
PPRD-2024-015

To : Schools Division Superintendents
Subject : CONDUCT OF REGIONAL TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) FOR ROXI PILOT SCHOOLS
Date : February 23, 2023

In relation to DepEd Order 11, s. 2021, "Guidelines on the Operationalization of the PMIS", Program Management Information System is a system that serves as the official source of data on PPAs of the Department from planning to implementation towards monitoring and evaluation of physical and financial targets.

To support the effective and efficient management of plans and programs and increase the transparency of plans and programs at all levels of governance, the Department of Education - Region XI, through the Policy, Planning, and Research Division (PPRD), will hold a **Regional Training on Program Management Information System (PMIS) for the school-level PMIS Pilot Testing** on March 4 - 7, 2024, inclusive of travel time, at Apo View Hotel, Davao City.

This activity aims to train Division planning Officers and School personnel in accessing and utilizing the Program Management Information System (PMIS).

Refer to the indicative program of activities, list of participants and number of available slots per school, as found in Annex A and B. Attendees are required to bring laptop and extension cord and confirm attendance through: <http://tinyurl.com/R11PMISTraining> on or before March 1, 2023.

Meals, supplies, training venue and accommodation shall be charged against OPDNTP continuing fund while travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is highly desired.

DEPARTMENT OF EDUCATION - R11
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

ROP6/smd

By: [Signature]
Date: Feb. 26, 2024
28121



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Policy, Planning and Research Division

ANNEX A

INDICATIVE ACTIVITY MATRIX

**Regional Training on Program Management Information System (PMIS) for
 ROXI Pilot Schools
 March 4 – March 7, 2024**

Time	Activity	
Day 0 – March 4, 2024		
2:00 – onwards	Arrival of Participants (Check - in)	
Day 1 – March 5, 2024		
7:45 - 8:15 AM	Registration of Participants	TWG All Participants
8:15 - 8:45 AM	Preliminaries	TWG
8:45 - 10:15 AM	Introduction of participants	Shella Lu M. Dela Cerna
	Rationale and Background	Marilyn B. Madrazo
	Presentation of training Design	Emmanuel Alpha Sicam
	Group Norms	
	Pre-Test	
9:15 - 10:15 AM	-Working Break- Session 1: PMIS Overview and Objectives	Cherry Ann Into
10:15 - 11:15 AM	Session 2: Strategic and Operational Planning	Ronnie Mercado
7:41:15 - 12:00 NN	Session 3a: The Budget Cycle	Anna Rose Viray
	Session 3b: Cost-Parameters-School-MOOE	
12:00 NN to 1:00 PM	Lunch Break	
1:00 - 1:30 PM	Session 4: Basics of WFP	Shella Lu Dela Cerna
1:30 - 2:00 PM	Session 4a: Accessing PMIS	Fritzie Ivy Dalangin
	Workshop 1: Logging in and out and Quick Navigation of the operating unit and Process Owner Accounts	
2:00 - 2:15 PM	Session 5A: Budget Allocation	Shella Lu Dela Cerna
	Workshop 2: Allocating and Adjusting of Budget (NEP to GAA)	
2:00 - 3:15 PM	Session 6A: Preparation of Expenditure Matrix (Offline).	Khianne Roble
	Workshop 3: Downloading, filling	



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Policy, Planning and Research Division

Time	Activity	
	<i>out and Uploading of Accomplished Expenditure Matrix</i>	
3:15 - 3:30 PM	Break time	
3:30 - 4:00 PM	Session 6B: Preparation of Expenditure Matrix (Online) Workshop 4: <i>Editing of Expenditure Matrix thru online encoding</i>	Elmer Puerto
4:00 - 5:00 PM	Session 7: Finalization, Review and Approval of Expenditure Matrix Workshop 5: <i>WFP Verification - Marking WFP as Completed</i>	Elmer Puerto
5:00 - 5:15 PM	Daily Evaluation and next day instructions	
Day 2 – March 6, 2024		
8:00 - 8:30 AM	Preliminaries - <i>Prayer</i> - <i>Nationalistic Song</i> - <i>Management of Learning (MOL)</i>	Davao City
8:30 - 10:30 AM	Session 8: Preparation of other Operational Plans (PPMP / APP) Workshop 6: <i>Uploading of CSE Materlist, Uploading and updating of PPMP Details</i>	Ronnie Mercado Shella Lu Dela Cerna
10:30 - 12:00 NN	Session 9A: Activity Request Workshop 7: <i>Creation, Review and Approval of Activity Request</i>	Rolando Borja
12:00 NN to 1:00 PM	Lunch Break	
1:00 - 2:30 PM	Session 9B: Authority to conduct Workshop 7: <i>Requesting of ATC, Review, Verification and Approval of ATC</i>	Shella Lu Dela Cerna
2:30 - 3:30 PM	Session 10: Sub-Allotment Release Order (Sub-ARO) - Downloading of Sub-ARO - Receipt and Confirmation - Preparation of WFP for Received PSF	Shella Lu Dela Cerna





Republic of the Philippines
Department of Education

DAVAO REGION

Office of the Policy, Planning and Research Division

Time	Activity	
	Workshop 8: <i>Downloading and acceptance of Sub-ARO</i>	
3:30 - 4:45 PM	Session 11A: Monitoring of Program Accomplishment Workshop 9: <i>Uploading of Quarterly Accomplishment Report (Physical Accomplishment)</i>	Rizalien Bongcayao
4:45 - 5:00PM	Daily Evaluation and next day instructions	
Day 3 – March 7, 2024		
8:00 - 8:30 AM	Preliminaries - Prayer - <i>Nationalistic Song</i> - <i>Management of Learning (MOL)</i>	Davao Del Norte
8:30 - 9:45 AM	Session 11A: Monitoring of Program Accomplishment Workshop 10: <i>Uploading of BMS Data (Financial Accomplishment)</i>	Sheila Lu Dela Cerna
9:45 - 10:30 AM	Session 12: Catch-up planning and WFP Adjustment Workshop 11: <i>Adjusting WFP</i>	Joan Cereno
10:30 - 11:00 AM	Open - Forum	
11:00 - 12:00 NN	Closing Program	
12:00 NN - onwards	Lunch Break Check out and departure of Participants	



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Policy, Planning and Research Division

ANNEX B

LIST OF PARTICIPANTS

**Regional Training on Program Management Information System (PMIS) for
ROXI Pilot Schools**
March 4 - 7, 2024

A. Participant from the Selected Implementing Schools:

Division	School ID	School	Number of Participants
Davao City	304346	Cabantian National High School	4
	316206	Don Enrique Bustamante National High School	4
	305356	Crossing Bayabas National high School	4
Davao De Oro	304199	Monkayo National High School	4
	304205	Nabunturan National Comprehensive High School	4
Davao del Norte	304222	Carmen National High School	4
	304254	Sto. Tomas National High School	4
Davao del Sur	304277	Ihan National High School	4
	304297	Sulop National High School	4
Davao Occidental	304287	Mariano Peralta National High School	4
Davao Oriental	304321	Lupon National Comprehensive High School	4
Digos	304400	Digos City National High School (Davao del Sur National High School)	4
IGACOS	304245	Mambago-B National High School	4
Mati	304325	Mati National Comprehensive High School	4
Panabo	304408	Panabo City National High School	4
Tagum	304261	Tagum National Trade School	4
		Total	64

School participants shall be composed of the following:

- 1) School Head
- 2) Designated Planning Officer (preferably non-teaching)
- 3) Designated M&E Focal (preferably non-teaching)
- 4) Finance Officer (Bookkeeper / Accountant)



Republic of the Philippines
Department of Education

DAVAO REGION

Office of the Policy, Planning and Research Division

B. Other participants:

Division Planning Officers	Ms. Yvonne Razaga Mr. Remus Lumaya Mr. Airon Alejandro Mr. Dick Navaja Mr. Joseph Chagas Mr. Ker Denzel Infiesto Mr. Rheenald Ranara
PMIS Trainers (PMT)	Ms. Shella Lu M. Dela Cerna Ms. Esther Khrysmaye Roble Mr. Ronnie Mercado Mr. Emmanuel Alpha Sicam Ms. Shiela L. Cambungga Ms. Rizalien Jane Bongcayao Ms. Suzanne Marie G. Dacuycuy Mr. Elmer Puerto Ms. Joan Cereno Ms. Fritzie Ivy Dalangin Ms. Anna Rose Viray Mr. Rolando Borja
PPRD	Ms. Marilyn B. Madrazo Ms. Cherry Ann D. Into Ms. Lou Jynne Masanguid Ms. Sagira Onotan Mr. Jomar Boy Cuyos Ms. Rosalinda Antiporta