



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



Office of the Schools Division Superintendent

April 3, 2024

DIVISION MEMORANDUM  
No. 275, s.2024

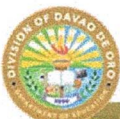
**IMPLEMENTATION OF PROGRAM MANAGEMENT INFORMATION  
SYSTEM IN SDO DAVAO DE ORO PILOT SCHOOLS**

To: Sandy G. Yee- School Principal IV  
Kristian Anhara L. Martesio- School Principal IV  
Shiela L. Cambungga- Planning Officer III  
School PMIS Key Personnel

1. All concerned personnel are hereby informed about the scheduled preparation of the Work and Financial Plan in the production site of Program Management and Information System at Nabunturan National Comprehensive High School on April 11-12, 2024. adhering to the enclosed guidelines.
2. As such, the Maintenance and Other Operating Expenses (MOOE) for both Junior High School (JHS) and Senior High School (SHS) will be translated into Work and Financial Plans (WFPs) to ensure conscientious utilization of the said funds. This translation will involve meticulously detailing outputs and activities to achieve the targets charted in the approved School Annual Investment Plan.
3. Issues and concerns that may be encountered during the process will be documented as substantial input to improve the system. It is imperative that any challenges faced, along with proposed solutions, be recorded and submitted to the Central Office for thorough analysis and enhancement of the PMIS.
4. Travel and incidental expenses are chargeable against the division /school MOOE subject to usual accounting and auditing rules and regulations.
5. For your information and guidance.

By Authority of the  
Schools Division Superintendent:

**NORBERTO S. MANLANGIT, MPA**  
Administrative Officer V  
Officer-In-Charge



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