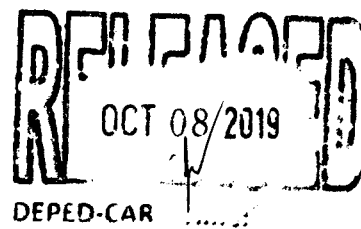





**ADVISORY**

TO : Chiefs of Regional Office Divisions  
Schools Division Superintendents  
Others Concerned



FROM:  **MAY B. ECLAR, Ph.D., CESO V**  
Regional Director

DATE: October 2, 2019

SUBJECT: PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) SCHOOLS DIVISION  
ROLL OUT PHASE 2 (BASIC INPUTS MODULES AND OTHER SYSTEM ENHANCEMENTS)

1. Relative to Regional Memorandum No. 331, s. 2018 (PMIS SDO Roll Out Phase 1 and 2), Regional Memorandum 391, s. 2018 (Addendum to RM No. 331, s. 2018), and Advisory dated November 26, 2018, the activity shall push through on November 11-13, 2019 for Batch 1 and November 14-16, 2019 for Batch 2. The venue of both batches shall be at Kingsquare Davidson Hotel and Restaurant, Purok Datu, Bulanao, Tabuk City, Kalinga.

2. Batch 1 will compose of participants from SDO of Baguio City, Benguet, Ifugao, and Mountain Province while Batch 2 will compose of participants from SDO of Abra, Apayao, Kalinga, and Tabuk City. All participants are required to stay in and to bring their laptops and a copy of their approved 2019 WFPs. Check out time is 12:00 noon on the last day of each batch but the workshop shall end at 5:00 PM. The following are the specific dates, time of check-in and check-out, and first and last meals to be served :

Batch	Dates	Check-in Date	Check-in Time	First Meal	Check-out Date	Check-out Time	Last Meal
1	Nov. 11-13	Nov. 10	2 :00 PM	Dinner	Nov. 13	12 :00 NN	PM Snack
2	Nov. 14-16	Nov. 13	2 :00 PM	Dinner	Nov. 16	12 :00 NN	PM Snack

3. To be composed of the following:

Office	Position	Number	Office	Position	Number
CO	PMIS TAs	2	SDOs	BAC Secretariat	8
RO	RD or ARD	1		CID Staff (6)	48
	PPRD Chief	1		SGOD Staff (3)	24
	Planning Officer	1		Supply Officer	8
	Accountant III	1		Budget Officer	8
	Budget Officer III	1		Accountant	8
	Statistitian I	1		Planning Officer	8
	PPRD ADAS I	1		SEPS for Planning and Research	8
	Finance AO I	1		Engineer	8
SDOs	SDS or ASDS	8		HRMO	8

4. To assist the PMIS Team members from the Central Office, facilitators shall include participants from the Regional and Schools Division Offices who have undergone the NTOT or RTOT.

5. Service credits in the form of Compensatory Overtime Credits (COC) shall be granted to participants to offset November 10, 2019 (Sunday), November 16 (Saturday) and November 17 (Sunday as Travel Day) .

## PMIS SDO ROLLOUT PHASE 2 Batch 1 and 2

Kingsquare Davidson, Tabuk City, Kalinga

### TRAINING MATRIX

DAY/DATE/TIME	ACTIVITY	PERSON RESPONSIBLE
<b>Day 1 - November 17, 2014 (Monday)</b>		
2:00 PM Onwards	Check-in and Setting	Secretariat
	Registration	
<b>Day 2 - November 18, 2014 (Tuesday)</b>		
8:00 AM - 9:00 AM	Opening Preliminaries	Training Team
	Welcome Message	Host Division
	Message	PIO D. ECUAN CES, PPRD
9:00 AM - 9:30 AM	Objective Setting	Training Team
9:30 AM - 10:00 AM	Program Design, House Rules and Session Norms	
10:00 AM - 10:15 AM	Nutrition Break	
10:15:00 AM - 11:30 AM	PMIS Updates and System Overview	
11:30 AM - 12:00 NN	PMIS Phase I - Status of Implementation	
12:00 NN - 1:00 PM	Health Break	
1:00 PM - 1:30 PM	Requesting, Reviewing, and Approval of AR/ATC	Training Team
1:30 PM - 3:00 PM	Hands-on Exercise	Participants
3:00 PM - 3:15 PM	Nutrition Break	
3:00 PM - 3:30 PM	Uploading of Recipients of for Downloading Funds & Activities for Procurement (during Planning Stage)	Training Team
3:30 PM - 5:00 PM	Hands-on Exercise	Participants
<b>Day 3 - November 19, 2014 (Wednesday)</b>		
8:00 AM - 8:30 AM	MOL	Assigned Host SDO
8:30 AM - 10:00 AM	Uploading of Common-Use Supplies (CSE) Master List	Training Team
10:00 AM - 10:15 AM	Nutrition Break	
10:15 AM - 12:00 AM	Hands-on Exercise	Participants
12:00 NN - 1:00 PM	Health Break	
1:00 PM - 2:00 PM	Receipt and Recording of Sub-ARO	Training Team
2:00 PM - 3:00 PM	Hands-on Exercise	Participants
3:00 PM - 3:15 PM	Nutrition Break	
3:15 PM - 4:00 PM	Uploading of Financial Accomplishments (ORS Data)	Training Team
4:00 PM - 5:00 PM	Hands-on Exercise	Participants
<b>Day 4 - November 20, 2014 (Thursday)</b>		
8:00 AM - 8:30 AM	MOL	Assigned Host SDO
8:30 AM - 9:00 AM	Uploading of Financial Accomplishment (Disbursement Data)	Training Team
9:00 AM - 10:00 AM	Hands-on Exercise	Participants
10:00 AM - 10:15 AM	Nutrition Break	
10:15 AM - 12:00 NN	Basic Education Inputs Reporting (DCP, SME & TVL, Textbooks & other IMs)	Training Team
12:00 NN - 1:00 PM	Health Break	
1:00 PM - 2:00 PM	Hands-on Exercise	Participants
2:00 PM - 3:00 PM	Basic Education Inputs Reporting (BEFF)	
3:00 PM - 3:15 PM	Nutrition Break	
3:15 PM - 4:00 PM	Basic Education Inputs Reporting (Plantilla Items)	
4:00 PM - 5:00 PM	NEXT STEPS	Training Team
	CLOSING	
5:00 PM ONWARDS	HOME SWEET HOME	Participants