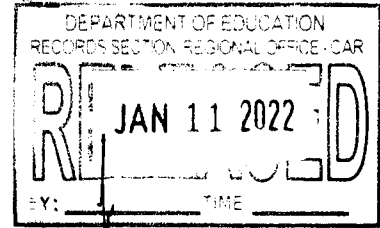




Republic of the Philippines
Department of Education



January 3, 2022

REGIONAL MEMORANDUM

No. 007-2022

CONDUCT OF RE-ORIENTATION ON THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

To: Assistant Regional Director
Chiefs and OIC Chiefs of the Regional Office
Schools Division Superintendents
All Others Concerned

1. As an offshoot of the Regional Training on the PMIS conducted last December 15-17, 2021, the Policy, Planning, and Research Division (PPRD) will conduct the same face to face training at the NEAP-CAR, DepEd-CAR, Wangal, La Trinidad, Benguet on January 25-27, 2022 for Administrative Aides and Assistants and select program owners who were not able to attend the previous training.

2. The objectives of the face to face activity are:
a. To reorient and update primary users of the PMIS enhancements,
b. To capacitate PMIS teams on their roles and functions through Workshops and simulation activities, and
c. To address issues and concerns relative to the PMIS.

3. The participants to this three-day training are the following:

	NAME	DIVISION		NAME	DIVISION
1	RD. Estela L. Cariño	ORD	16	Dexter B. Andres	NEAP
2	ARD Florante E. Vergara	OARD	17	Jumar B. Yagoan	ORD
3	Marty Deion T. Estacio	Admin	18	Marjory T. Valdez	FTAD
4	Thelma T. Dalay-on	CLMD	19	Ethielyn T. Taqued	FTAD
5	Bryan A. Hidalgo	CLMD	20	Aida L. Payang	PPRD
6	Benjamin M. Dio-al	CLMD	21	Florence E. Balictan	PPRD
7	Denia O. Tarnate	CLMD	22	Crisanta P. Pantaleon	PPRD
8	Warly E. Kindiawan	CLMD	23	Manilyn D. Botilas	PPRD
9	Jeremy Kermit B. Padilla	CLMD	24	Jennelyn B. Kitongan	PPRD
10	Elizabeth T. Calbayan	CLMD	25	Janet M. Ambucay	PPRD
11	Joseph B. Bañares	ESSD	26	Melandro L. Payang	PPRD
12	Cullen S. Wegiyon	ESSD	27	Erniely D. Godoy	Finance
13	Sharmaine M. Gawidan	Finance	28	Jose Lorenzo C. Cobarrubias	QAD
14	Laureen B. Likigan	NEAP	29	Efren Y. Danag	Tabuk City
15	Jenny S. Taquio	Admin	30	Jasmin Angela Ayyato	Mt. Prov.



Address: Wangal, La Trinidad, Benguet
Telephone No.: (074) 422-1318
Email: car@deped.gov.ph



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5. No proxy for all identified participants. All participants should bring their own laptops and extension cords.
6. Board and lodging at the NEAP-CAR shall be provided for the SDO resource speakers. Meals and snacks shall also be provided to all participants for three days and shall be charged to the downloaded PMIS Program Support Funds (PSF) subject to the usual accounting and auditing rules and regulations.
7. All participants should be vaccinated and should bring their Vaccination Card to be presented in the triage area. All participants should strictly follow health protocols of wearing facemasks and maintaining social distancing at all times.
8. The Indicative Programme of Activities is in Enclosure 1.
9. For immediate dissemination.


ESTELA L. CARIÑO, Ed D CESO III
Regional Director 

PPRD/ALP/jbma/01.04.2022



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4. The technical working committees are as follows:

COMMITTEE	NAME	TERMS OF REFERENCE
Over-all	AIDA L. PAYANG Ed D Chairperson JANET M. AMBUCAY Program Focal Person	Manages the over-all conduct of the activity
Internet Connectivity	JUMAR B. YAGO-AN Chairperson Members: All PPRD Staff	Ensures continuous internet connectivity
Secretariat	MANILYN D. BOTILAS Chairperson MELANDRO L. PAYANG Co-Chairperson Members: All PPRD Staff	Ensures readiness of all materials needed (attendance, certificates, food, tokens, venue/hall, and accommodation)
Programme	FLORENCE E. BALICTAN Chairperson Members: All PPRD Staff	Acts as facilitator, emcee, and ensures smooth flow of activities.
Minutes/ Issues and Concerns	JENNYLYN B. KITONGAN Chairperson Members: All PPRD Staff	Prepares minutes and consolidates Issues and concerns raised
Evaluation	CRISANTA P. PANTALEON Chairperson Members: All PPRD Staff	Prepares post-activity evaluation.
Resource Persons	AIDA L. PAYANG FLORENCE E. BALICTAN JANET M. AMBUCAY CRISANTA P. PANTALEON MANILYN D. BOTILAS JENNILYN B. KITINGAN MELANDRO L. PAYANG ERNIELY D. GODOY JOSE LORENZO C. COBARRUBIAS JASMIN ANGELA AYYATO EFREN Y. DANAG	Prepares and presents Assigned topics



Enclosure 1 to Regional Memorandum No. _____ (Regional Orientation on the Program Management Information System)

CONDUCT OF REORIENTATION ON THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

January 25-27, 2022

NEAP-CAR, DepEd-CAR, Wangal, La Trinidad, Benguet

INDICATIVE PROGRAMME OF ACTIVITIES

Time	Activity	Person-in-charge/ Resource Speaker
7:30 AM - 8:00 AM	Registration	Secretariat
8:01 AM - 9:00 AM	Preliminaries: - Lupang Hinirang - Prayer - Cordillera Hymn - DepEd Quality Policy - Attendance Check - Statement of Purpose - Opening Remarks/ Welcome/ Message	Secretariat
9:01 AM - 12:00 NN	DepEd Order No. 11, s. 2021	AIDA L. PAYANG Ed D, CES-PPRD
	Open Forum (Q & A) – Part 1	FLORENCE E. BALICTAN - Facilitator
12:01 NN - 1:00 PM	Lunch Break	
1:01 PM - 4:00 PM	Basics of WFP	EFREN Y. DANAG, Planning Officer III - Tabuk City CRISANTA P. PANTALEON
	Budget Allocation	ERNIELY D. GODOY MELANDRO L. PAYANG
	Expenditure Matrix including Workshop	JASMIN ANGELA C. AYYATO, Planning Officer III - MP MANILYN D. BOTILAS
	Q and A	FLORENCE E. BALICTAN - Facilitator
4:00 - 4:30 PM	Day 1 Program Evaluation of the Participants for the PMIS RT Reminders and Announcements for Day 2 Day 1 Debriefing of the Program Management Team	RO and SDO PMIS Implementation Team
8:01 AM - 8:30 AM	Preliminaries (MOL: Prayer, Nationalistic Song, Attendance Check, Energizer, Recapitulation)	CLMD
8:31 AM - 12:00 NN	APP-CSE and PPMP	MELANDRO L. PAYANG FLORENCE E. BALICTAN
	Review and Updating of Status of WFP with Workshop	JANET M. AMBUCAY JENNILYN B. KITONGAN
	AR and ATC Facility	MELANDRO L. PAYANG
	Sub-ARO Facility	ERNIELY D. GODOY
	Open Forum (Q & A)	FLORENCE E. BALICTAN - Facilitator
12:00 NN - 1:00 PM	Lunch Break	
1:01 PM - 4:00 PM	Physical Accomplishment Reporting	JOSE LORENZO C. COBARRUBIAS
	Financial Accomplishment Reporting	ERNIELY D. GODOY
	Basic Inputs	MELANDRO L. PAYANG
	Supply Account Officer	JOSE LORENZO C. COBARRUBIAS
	HRMO Account BAC Sec Account	JANET M. AMBUCAY
4:01 PM - 4:30 PM	Open Forum (Q & A) Day 2 Program Evaluation of the Participants for the PMIS RT Reminders and Announcements for Day 3 Day 2 Debriefing of the Program Management Team	FLORENCE E. BALICTAN - Facilitator RO and SDO PMIS Implementation Team
8:01 AM - 8:30 AM	Preliminaries (MOL: Prayer, Nationalistic Song, Attendance Check, Energizer, Recapitulation)	FTAD, Admin, ESSD, NEAP
8:31 AM - 12:00 NN	Plan Adjustment Module	EFREN Y. DANAG
	Workshop on Plan Adjustment	JASMIN ANGELA C. AYYATO
	Open Forum (Q & A)	MANILYN D. BOTILAS - Facilitator
12:00 NN - 1:00 PM	Lunch Break	
1:01 PM - 3:00 PM	Day 3 Program Evaluation of the Participants for the PMIS RT	
	Overall/End Program Evaluation	MANILYN D. BOTILAS - Facilitator
	Closing Program/ Ways Forward/ Acknowledgement	
	Day 3 Debriefing of the Program Management Team	RO and SDO PMIS Implementation Team