



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM
NO.: 012.2018

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**To: REGIONAL OFFICE CHIEFS OF DIVISIONS
 ALL SCHOOLS DIVISION SUPERINTENDENTS
 OTHERS CONCERNED**

From: MAY B. ECLAR, Ph.D., CESO V
 Officer In-Charge
 Office of the Regional Director

Date: January 8, 2018

Subject: PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) UPLOADING WORKSHOP

1. This Office thru the Policy, Planning, and Research Division (PPRD) will conduct the Program Management Information System (PMIS) to be held on January 29-30, 2018 at a venue still to be determined by the BAC. The objectives of the two-day orientation are 1) to inform the RO and SDO PMIS Teams on the updates of the PMIS; 2. to upload the WFP of the RO and SDO by functional divisions using the assigned usernames; and 3. to address issues and concerns relative to the PMIS..

2. The participants to this orientation are the following:

Central Office:

Resource Speakers 4

Regional Office:

RD and ARD 2

Division Chiefs or representatives. 8

Unit/Section Heads (Personnel, Supply, PAU, and Legal) 4

Supervising Administrative Officer – Finance Division 1

Budget Officer. 1

Planning Officer 1

Education Program Supervisors In-Charge of the following: 6

Early Language, Literacy, and Numeracy (ELLN)

Indigenous Peoples Education (IPED)

Special Science Elem. Schools/Science, Technology and Engineering (SSES/STE)

Alternative Learning System (ALS)

Human Resource, Training, and Development (HRTD)

Technical-Vocational-Livelihood (TVL)

Program Coordinators of the following: 5

School-Based Feeding Program (SBFP)

Basic Education Facilities Fund (BEFF)

DepED Computerization Program (DCP)

Basic Education Research Fund (BERF)

Disaster Risk Reduction and Management (DRRM)

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

Division Offices:

SDS or ASDS	8
School Governance and Operations Division Chiefs or Representatives.	8
Curriculum Implementation Division Chiefs or Representatives .	8
Planning Officers	8
Budget Officers	8

Secretariat:

Admin	1
CLMD	1
PPRD	2
TOTAL	76

3. Transportation and other incidental expenses of SDO participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Check in time is 2:00 PM of Day 0 (January 28, 2018) and check out time is 12:00 NN of Day 2 (January 30, 2018). First meal will be dinner of January 28, 2017 and last meal will be PM snacks of January 30, 2018)

4. To ensure the smooth flow of the workshop, participants are advised to bring their Approved WFPs, laptops, extension cords, and portable wifi for use during the workshop activities.

5. For more inquiries, please contact Janet M. Ambucay at 074-422-9590 or at janet.ambucay@deped.gov.ph / pprd.depedcar@gmail.com.

6. For information and dissemination.