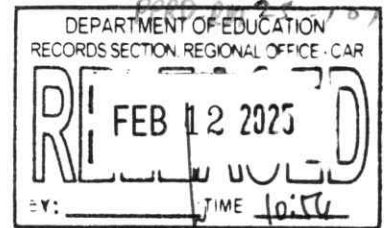




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



February 10, 2025

REGIONAL MEMORANDUM

No. 102.2025

**CAPABILITY BUILDING ON THE UTILIZATION OF THE PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS) IN SCHOOLS**

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Personnel in-Charge of Finance/Budgets
School Administrative Officers
All others concerned

1. Pursuant to DepEd Order No. 11 s. 2021, titled "Guidelines on the operationalization of the Program Management Information System (PMIS)", and RM 470 s.2024 and RM 511 s.2024, this office through the Policy, Planning and Research Division (PPRD) shall conduct the **Capability Building on the Utilization of the Program Management Information System (PMIS) in the Schools: Batch 4**, specifically the Implementing Units(IUs) in the region, at **NEAPR Hall, DepEd-CAR, Wangal, La Trinidad, Benguet, on March 5-7, 2025.**
2. Objectives of this activity include:
 - a. To guide participants to become proficient in the operation and processes in the PMIS
 - b. To provide quality, relevant, and timely information that can be used for planning, budgeting, results monitoring and evaluation.
 - c. To support the progress monitoring of the status of implementation of school programs, projects, and activities
3. Participants to this training are the non-teaching personnel of implementing units assigned as budget/accounting officers of their respective schools. Participants are required to bring laptops and extension cords.
4. All participants are required to fill-out the registration/confirmation form on or before February 21, through the link: <https://bit.ly/PMIS-CAR-Schools>
5. Board and Lodging of RO, SDO and School Personnel shall be charged against PMIS – Program Support Fund while travel and other expenses shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

6. First meal shall be Dinner of March 5 and last meal shall be PM Snacks, March 7, 2025.
7. Immediate and widest dissemination of this Memorandum is directed.



ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director



PPRD/EET/MLP

List of Participants
Capability Building on the Utilization of the Program Management Information System (PMIS) in the schools

#	Name	Position	Division	Role
1	Estela P. Leon-Cariño EdD, CESO III			
2	Ethielyn E. Taqued	OIC-EPS	PPRD	PMT
3	Rose Melody M. Flores	EPS	PPRD	PMT
4	Janet M. Ambucay	PO III	PPRD	PMT
5	Melandro L. Payang	Stat I	PPRD	PMT
6	Rushel Minong	ADAS I	PPRD	PMT
7	Jose Lorenzo Cobbarubias	ADAS I	QAD	PMT
8	Belen Tomin	Budget Officer	Baguio City	Resource Speaker
9	Meldie Damian	PO III	ABRA	Participant
10	Geraldine Pellobello	PO III	Apayao	Participant
11	Olivia Gomez	PO III	Baguio City	Participant
12	Jeanette Kiong	PO III	Benguet	Participant
13	Margie Ngikit	PO III	Ifugao	Participant
14	Estrelita Lacuesta	PO III	Kalinga	Participant
15	Jasmin Angela Calngan	PO III	Mt. Province	Resource Speaker
16	Efren Danag	PO III	Tabuk City	Participant
17	Abra High School	Admin Personnel in-charge of Finance/Budget	Abra	Participant
18	Cristina B. Gonzales Memorial High School	Admin Personnel in-charge of Finance/Budget	Abra	Participant
19	Mataragan National Agricultural High School	Admin Personnel in-charge of Finance/Budget	Abra	Participant
20	Northern Abra National High School	Admin Personnel in-charge of Finance/Budget	Abra	Participant
21	Pilar Rural High School	Admin Personnel in-charge of Finance/Budget	Abra	Participant
22	Manabo National High School	Admin Personnel in-charge of Finance/Budget	Abra	Participant
23	Western Abra National High School	Admin Personnel in-charge of Finance/Budget	Abra	Participant
24	Apayao National Industrial and Agricultural High School	Admin Personnel in-charge of Finance/Budget	Apayao	Participant

25	Conner Central National High School	Admin Personnel in-charge of Finance/Budget	Apayao	Participant
26	Flora National High School	Admin Personnel in-charge of Finance/Budget	Apayao	Participant
27	Baguio City National High School	Admin Personnel in-charge of Finance/Budget	Baguio City	Participant
28	Guisad Valley National High School	Admin Personnel in-charge of Finance/Budget	Baguio City	Participant
29	Irisan National High School	Admin Personnel in-charge of Finance/Budget	Baguio City	Participant
30	Magsaysay National High School	Admin Personnel in-charge of Finance/Budget	Baguio City	Participant
31	Mil-an National High School	Admin Personnel in-charge of Finance/Budget	Baguio City	Participant
32	Pines City National High School	Admin Personnel in-charge of Finance/Budget	Baguio City	Participant
33	Roxas National High School	Admin Personnel in-charge of Finance/Budget	Baguio City	Participant
34	Alejo M. Pacalso Memorial National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
35	Ampusongan National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
36	Atok National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
37	Benguet National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
38	Bokod National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
39	Buguias National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
40	Governor Bado Dangwa Agro-Industrial School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
41	Kamora National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
42	Kibungan National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
43	La Trinidad National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
44	Lepanto National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
45	Loo National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant

46	Mankayan National High School	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
47	Tuba National High School, Nangalisan	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
48	Tublay School of Home Industries	Admin Personnel in-charge of Finance/Budget	Benguet	Participant
49	Banaue National High School	Admin Personnel in-charge of Finance/Budget	Ifugao	Participant
50	Hingyon National High School	Admin Personnel in-charge of Finance/Budget	Ifugao	Participant
51	Lawig National High School	Admin Personnel in-charge of Finance/Budget	Ifugao	Participant
52	Mayoyao National High School	Admin Personnel in-charge of Finance/Budget	Ifugao	Participant
53	Namillangan National High School	Admin Personnel in-charge of Finance/Budget	Ifugao	Participant
54	Sta. Maria National High School	Admin Personnel in-charge of Finance/Budget	Ifugao	Participant
55	Balbalan Agricultural and Industrial School	Admin Personnel in-charge of Finance/Budget	Kalinga	Participant
56	Pinukpuk Vocational School	Admin Personnel in-charge of Finance/Budget	Kalinga	Participant
57	Rizal National School of Arts and Trades	Admin Personnel in-charge of Finance/Budget	Kalinga	Participant
58	Tanudan Vocational School	Admin Personnel in-charge of Finance/Budget	Kalinga	Participant
59	Antadao National High School	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant
60	Bacarri National Trade-Agricultural School	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant
61	Eastern Bontoc National Agricultural Vocational High School	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant
62	Guinzadan National High School	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant
63	Mt. Province General Comprehensive High School	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant
64	Natonin National High School	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant
65	Panabungen School of Arts, Trades and Home Industries	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant
66	Serapio Gawan National High School	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant

67	Paracelis Technical and Vocational High School	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant
68	Tadian School of Arts and Trades	Admin Personnel in-charge of Finance/Budget	Mt. Province	Participant
69	Kalinga National High School	Admin Personnel in-charge of Finance/Budget	Tabuk City	Participant
70	Tabuk City National High School	Admin Personnel in-charge of Finance/Budget	Tabuk City	Participant
71	Tuga National High School	Admin Personnel in-charge of Finance/Budget	Tabuk City	Participant

Program Matrix**Capability Building on the Utilization of PMIS in Schools****Day 0**

Time	Particulars	Speaker
1:00-3:00PM	Arrival of Participants	
4:00 PM - 4:30 PM	Opening Program	
4:30 PM - 5:00 PM	Orientation, Pretest and presentation of matrix	Ethielyn E. Taqued
6:00PM	Dinner	

Day 1

Time	Particulars	Speaker
8:00 AM - 8:15 AM	MOL	
8: 15-9:00AM	Session 1: PMIS Overview	Janet M. Ambucay/Melandro Payang
9:00 AM- 10:00AM	Session 2: Budget Cycle	Belen Tomin
10:00-10:15	Health Break	
10:15-11:00AM	Session 3: Cost Parameters- School MOOE	Belen Tomin
11:00AM - 12:00nn	Session 4: Accessing the PMIS	Melandro Payang
12:00NN-1:00PM	Lunch	
1:00PM - 3:00	Session 5: Operational Planning (Basics of the WFP)	Janet M. Ambucay Jasmin Angela Calngan
3:00:3-15 PM	Health Break	
3:15-4:00PM	Session 6: Expenditure Matrix	Jasmin Angela Calngan
4:00-5:00PM	Workshop - Accessing the PMIS and the Expenditure Matrix	Jasmin Angela Calngan
5:00-6:00PM	Session 7: Updating and Confirmation of Status of Workplan -Workshop	Jasmin Angela Calngan
6:00pm	Dinner	

Day 2

Time	Particulars	Speaker
8:00 AM - 8:15 AM	MOL	
8:15 AM- 9:00AM	Session 8: PPMP	Melandro Payang
9:00-9:30AM	Session 9: Activity Request	Melandro Payang
9:30-10:00AM	Session 9b: Authority to Conduct	Melandro Payang
10:00-10:15	Health Break	
10:15-11:00AM	Workshop on PPMP, AR and and ATC	Melandro Payang
11:00-11:30AM	Session 10: Sub-ARO Workshop on Sub-ARO	Belen Tomin
11:30-12:00NN	Session 11: Physical Accomplishment Reporting	Janet M. Ambucay
12:00NN-1:00PM	Lunch	

1:00PM – 1:30PM	Session 11: Physical Accomplishment Reporting	Janet M. Ambucay
1:30-2:00PM	Session 12: Financial Accomplishment Reporting	Belen Tomin
2:00-3:00PM	Session 13: Catch up Planning and WFP Adjustment	Janet M. Ambucay Jasmin Angela Calngan
3:00PM-3:15PM	Health Break	
3:15-4:00PM	Workshop on Session 11-13	Janet M. Ambucay Jasmin Angela Calngan Belen Tomin
4:00PM-4:20PM	Closing Program	
4:30 Onwards	Departure	

Facilitator: Rose Melody Flores
EPS - PPRD