REGIONAL MEMORANDUM   July 24, 2019

No. **223.2019**

To: Schools Division Superintendents
           Division HRMO
           RO – Administrative Division
           RO – QAD Personnel
           All others concerned

MONITORING OF FY 2019 NEWLY CREATED TEACHING ITEMS

1. Attached is DepED Memorandum DM-PHRODFO-2019-00624 re: Monitoring of FY 2019 Newly Created Teaching Items. This is to effectively monitor and track the progress of filling-up these newly created items. Thus, DepED shall use the Project Management Information System (PMIS) as monitoring tool.

2. Concerned personnel in the Regional Office and SDOs are directed to observe the roles and functions of each operating unit and the step by step process on how to open the viewing facility of the system. Kindly note that only the SDO-HRMO shall be given access to **navigate/encode or update information** in the system, while the Schools Division Superintendent (SDS), Regional Office-Personnel Section (RO-PS) and Quality Assurance Division (QAD) shall be given permission to **view** the information.

3. The encoding of information to the system will commence on **July 30, 2019**. DepED Central Office anticipates a 100%filling-up of newly created items by **August 30, 2019**.

4. For more information, please contact the **Quality Assurance Division (QAD), DepED – Regional Office, Cordillera Administrative Region** at Telephone Number: **422 – 5187** or email us at: quad.depedcar@gmail.com.

5. Immediate dissemination of this memorandum is desired.

MAY B. ECLAR, Ph.D., CESO V
Regional Director

QAD/ALP/mab

Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHRODFO-2019-00624

TO:	Regional Directors Schools Division Superintendents Human Resource Management Officers All Others Concerned
FROM:	**ATTY. REVSEE A. ESCOBEDO** *Assistant Secretary* *Officer in Charge, Office of the Undersecretary* *Planning, Human Resource and Organizational Development, and Field* *Operations*
SUBJECT:	*Monitoring of FY 2019 Newly Created Teaching Items*
DATE:	July 10, 2019

On May 23, 2019, the Department of Budget and Management (DBM) approved the Department's request for creation of ten thousand (10,000) teaching items for FY 2019. This was communicated to the field offices through Memorandum DM-PFO-2019-00500 dated June 4, 2019. To effectively monitor and track the progress of filling-up these newly created items, the Department shall use the Project Management Information System (PMIS) as monitoring tool.

In this regard, the Planning Service will provide one (1) user account and password for each operating unit (please refer to Annex A). For the security of the data, all concerned are strongly advised to immediately change the password provided. Kindly note that only the SDO-HRMO will be given access to navigate/encode or update information in the system, while the Schools Division Superintendent (SDS), Regional Office-Personnel Section (RO-PS) and Quality Assurance Division (QAD) will be given permission to view the information. The roles/functions of each operating unit are shown in Annex B while the step by step process on how to open the viewing facility of the system is indicated in Annex C.

There are two (2) ways of encoding and updating the data in the system. This can be done through: a) Offline, for bulk data encoding, or b) Online, for individual entry encoding. Please refer to Annex D and E for the process and instructions.

For converted teaching items for Senior High School (SHS) that are duly approved by the Department of Budget and Management-Regional Office (DBM-RO), SDOs are instructed to provide a scanned copy of the particular item number/s that were requested for conversion from DBM-RO as well as the approved new item number/s and its corresponding position titles. Please send to the Planning Service-Planning and Programming Division (PS-PPD) through the email address ps.ppd@deped.gov.ph, copy furnished Ms. Zaida Fe Briones at zaida.briones@deped.gov.ph. . The PS-PPD will be the one to update the information in the system, upon receipt and acknowledgement of the scanned copy from the SDO.

The encoding of information to the system will commence on July 30, 2019. This Office anticipates a 100% filling-up of newly created items by August 30, 2019.

For further clarifications and other concerns, you may contact Ms. Zaida Fe Briones of PS-PPD at telephone number (02) 633-7216, telefax (02) 638-8634 or email at ps.ppd@deped.gov.ph.

For your information and strict compliance.

PMIS USERNAME MASTERLIST

Region: CAR

RO/SDO	Username (SDO-HRMO)	Username (view only)		Default password
		Region	SDO	
Quality Assurance Division				
Personnel Section- Administrative Division		14hr		
Abra	1001hr	5817hr	6385hr	
Apayao	1002hr		6388hr	
Benguet	1003hr		6391hr	
Ifugao	1004hr		6394hr	
Kalinga	1005hr		6397hr	password
Mt. Province	1006hr		6400hr	
Baguio City	1007hr		6403hr	
Tabuk City	5455hr		6490hr	

Reminder: Please change the default password immediately.

How to change the password:

1. Click profile button on the upper right corner of the PMIS dash board.

2. Choose "Change password" option.

3. On the change password box, supply necessary information.

4. Click SUBMIT

◇ ● Support

THE ROLES OF DIFFERENT OPERATING UNITS BY GOVERNANCE LEVEL

Governance Level	Central Office (CO)		Schools Division Office (SDO)		Region Office (RO)
	Planning Service (PS-PPD)	OED BHROD	Personnel Unit (HRMO)	Personnel Unit (Administrative Officer)	Quality Assurance Division
Office Proper		*Provide one time user account to OED-BHROD, SDOs Personnel Unit (HRMO), RO Personnel Section (Administrative Officer) and QAD before the end of July of the current year*	*Check the data in the PMIS every end of the month and ensure the regular updating is being done by the SDOs SDS*	*Provide scanned copy of NOSCA to PS-PPD upon receipt from DBM-RO*	*Monitor the status of hiring of the Region every end of the month* *Note: Cut-off date for the report to DepEd management and relevant stakeholders is every end of the month (starting July 30, 2019)*
ROLES	*Upload the number of items by division and by level of education after the DBM-CO approved the creation of positions.* *Note: Item numbers may be included in the uploading if PS-PPD has the copy of the NOSCA submitted by SDOs/ROs.*	*Provide monthly filling-up status report to the management and other stakeholders, if needed*	*Encode profile and assignment of newly-hired teaching personnel based on items created after the appointment paper was signed by the SDS* *Note: Regular follow-ups to the SDOs need to be undertaken.* *Update the masterlist of personnel*	*Check if there are updates from SDOs in the PMIS every end of the month and ensure its accuracy.* *Note: Regular follow-ups to the SDOs need to be undertaken.*	*Ensure that newly-hired teaching personnel was also reflected in the DBM Government Manpower Management System (GMIS) after updating the data in the PMIS*

STEP BY STEP PROCEDURES USING THE PMIS

Offline Encoding / Updating of Plantilla Masterlist

FOR THE SDO (HRMO)

1. Open the web browser: *type* **pmis.deped-gov.ph** *in the URL*	**2. Log-in** using the provided account for SDO-HRMO username and password	**3. On left side** navigation bar, *choose* **Plantilla menu** *then click* **Masterlist**
4. Download the offline plantilla assignment template masterlist, *by clicking the* **Download CSV**	**5. Fill in the blank** information as necessary in the **CSV plantilla** assignment template and **Save the** file	**6. Upload** the CSV template: by clicking the **Upload Assignment** button
7. Choose File : *click the* **Choose** file *button*	**8. Locate and Select the** accomplished CSV file and *then* click **Upload** button	**9. END**

STEP BY STEP PROCEDURES USING THE PMIS

Online Encoding / Updating of Plantilla Masterlist

1. Open the PMIS in the web browser: *type* **pmis.deped.gov.ph**	**2.** Log-in using the provided account for SDO-HRMO username and password	**3.** On the left side navigation bar, *choose* **Plantilla** menu *then click* **Masterlist**
4. On the list of Plantilla items: *click* **Unfilled-Created blue button**	**5.** Fill-in the corresponding information in the selected plantilla item and *click* **Save Changes and OK**	**6.** Notice the selected filled item changed from **Unfilled-Created** to **Filled** status in the masterlist.