Republic of the Philippines
Department of Education
**CARAGA REGION**
J. Rosales Avenue, Butuan City
Agusan del Norte, Philippines, 8600

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CARAGA REGION

November 7, 2019

**REGIONAL MEMORANDUM**
No. 746 s. 2019

**PHASE II ROLL-OUT ON PMIS BASIC INPUTS FOR SCHOOLS DIVISION OFFICES CUM LIS/ALS DATA MAPPING AND VALIDATION FOR CY 2019**

**To:** All Schools Division Superintendents
This Region

1. There will be a Four-Day Phase II Roll-Out Training and Workshop on PMIS Basic Inputs with ALS Data Mapping and Validation on November 25-28, 2019 at Balanghai Hotel and Convention Center, Doongan, Butuan City.

2. This is in preparation for CY 2020 encoding online submission of Expenditure Matrix in the Regional Office , and the twelve (12) Functional Divisions I Schools Division Offices of the 12 SDOs.

3. Participants to this activity are the following: ***Schools Division Superintendents or Asst. Schools Division Superintendents (12) RO Administrative Assistants I (10), RO M & E, QAD (3), RO and SDOs Budget Officers, (13), RO and SDOs Planning Officers (13), RO and SDO HRMOs (13), RO and SDOs BAC members (26) one in-charge on Supplies and one in-charge on procurement), two from each division, RO and SDOs Accountants, (13), RO and SDOs Engineers (13), RO and SDOs Supply Officers (13), RO PPRD Staff (5), All Chiefs of RO Functional Divisions (8), SDOs M&E (12), RO IT Unit (3), RO and SDO ALS Coordinator (13), RO and SDOs IPED Focal Persons (13), SDO Program Coordinators/Owners/Focal Persons four (4) from*** *each division,* ***Central Office Guests and Resource Speakers (10).***

4. Each participant shall have to bring laptop and extension wire for the workshop and Wireless Fidelity, (*wifi*), *if there's available*.

5. Division HRMOs shall be tapped as Trainers to discuss on teacher allocation in PMIS.

6. Day 0 will be in the afternoon of November 24, 2019 for participants from Dinagat, Siargao, Tandag Ciy, Surigao del Sur, Bislig City, Surigao del Norte, Surigao City. Bayugan City, Cabadbaran City and Agusan del Sur Sur. Check out will be on November 29, 2019 in the morning. Participants from Butuan City and Agusan del Norte shall arrange with the Secretariat if they want to check in and stay overnight.

7. For your information, guidance and strict compliance.

**FRANCIS CESAR B. BRINGAS, CESO V**
OIC – Regional Director

*PPRD/mfa/mtd*
*11.0.19 9:00AM*

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