



Republic of the Philippines
Department of Education
CARAGA REGION



SEP 13 2024

REGIONAL MEMORANDUM

No. **0347** s. 2024

To: Schools Division Superintendents
This Region

**SEMINAR-WORKSHOP ON THE CONDUCT OF PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS)
SCHOOL-LEVEL PILOT TESTING AND
SCALE-UP IMPLEMENTATION**

1. Pursuant to DepEd Order No. 11, s. 2021, *Guidelines on the Operationalization of the Program Management Information System*, this Office, through the Policy, Planning, and Research Division, will conduct a four-day Seminar-Workshop on the Conduct of Program Management Information System (PMIS) School-Level Pilot Testing and Scale-up Implementation for two selected Implementing Unit schools (IUs) per Division Office from September 23-27, 2024. The venue and training matrix will be announced through a separate memorandum.
2. The objectives of this activity are as follows:
 - a. Improve the quality and effectiveness of the data management;
 - b. Boost operational efficiency and improves educational outcomes; and
 - c. Orient the personnel with the necessary knowledge of the enhanced facilities of the PMIS at the school level.
3. The expected participants for this training include the School Head, Budget Officer, Bookkeeper, and Disbursing Officer from each IU school, along with the PPRD Personnel from the Regional Office and the trainers, as listed below:

Region/Division/School	Expected Participant	Total No. of Participant
Regional Office	PPRD Personnel	5
	Trainers	3
School (2 IUs per Division Office)	School Head	24
	Budget Officer	24
	Bookkeeper	24
	Disbursing Officer	24
	Total, Caraga Participants	104

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4. Confirmed participants must register through **<https://tinyurl.com/SchoolLevelPMIS>** on or before September 19, 2024. Participants must bring their laptops, extension cords, and backup Wi-Fi routers (if available) to actively engage in the workshop.
5. Each school is strongly advised to ensure that all participants attend the scheduled training sessions. However, if a participant is unable to attend, a replacement should be arranged to ensure 100 percent participation from the school.
6. Expenses for meals, venue, accommodation, and training supplies for this activity will be charged to the Program Support Fund for the scale-up implementation of the PMIS at the school level. Travel and other incidental expenses for participants will be covered by their respective local funds, subject to availability and in compliance with the usual accounting and auditing rules and regulations.
7. For further information regarding this Memorandum, concerned personnel may contact Mr. Dandee Jonathan F. Monton at 09279327676 or Ms. Empha Grace M. Perez at 09919240833.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl/s.: NONE

Reference/s: DO No.11, s. 2021

To be indicated in the Perpetual Index
under the following subjects:

PROGRAM MANAGEMENT INFORMATION SYSTEM

TRAINING

PPRD/djfm
09/09/2024

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