



Republic of the Philippines
Department of Education
REGION XIII (Caraga)
Jose Rosales Avenue, Butuan City



December 11, 2018



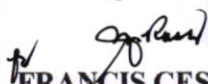
REGIONAL MEMORANDUM

No. 696 s. 2018

**DIVISION ROLL-OUT (PHASE I) ON THE PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS) FOR CY 2019**

To: All Schools Division Superintendents
Caraga Region

1. This is to announce that there will be a Four-Day Training on the preparation of the Expenditure Matrix for uploading to the Program Management Information System CY 2019 for all SARO funded PAPs in the Department of Education. This will be done on **January 14-17, 2019** at the Balanghai Hotel and Convention Center, Doongan, Butuan City.
2. It is envisioned by DepEd Central Office that a well crafted Work and Financial Plan by **funding source** shall be submitted online by all levels of governance in the Region and Division Offices.
3. Participants from the Schools Division Offices are broken down as follows:
 - a. Office of the Schools Division Superintendent - **3** (SDS, Accountant, and Budget Officer)
 - b. Curriculum Implementation Division - **6** (each division will send 6 participants preferably program owner who will prepare the Expenditure Matrix based on Work and Financial Plan)
 - c. Schools Governance Operations Division - **5** (each division will send 5 participants- Planning Officer, M & E for WFP, Program/PAP Owners/coordinators)
 - d. One (1) BAC Secretariat from each SDO
4. Each division will send a total of fifteen (15) participants to this activity.
5. Participants shall have to bring their laptops, Wireless Fidelity (Wifi) and extension wires.
6. *It is advised that during the activity, all participants are discouraged from going out of the venue while sessions are going on. The actual encoding preparation of the WFP on PMIS is a delicate thing especially on the preparation of the Expenditure Matrix, hence there is a need to focus on discussions.*
7. Travelling expenses of participants shall be charged against their division's local funds, while food, accommodation and training costs shall be charged against PMIS (PSF) downloaded from the Central Office.
8. *Participants from the island and far divisions shall have to check in at Day 0 on January 13, 2019, while participants from nearby divisions will take their breakfast at the venue on January 14, 2019.*
9. For your information, guidance and strict compliance.


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