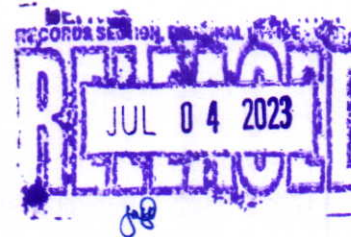




Republic of the Philippines
Department of Education
CARAGA REGION



July 3, 2023

REGIONAL MEMORANDUM
No. 0608, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
BUDGET OFFICERS
This Region

CAPACITY BUILDING OF BUDGET OFFICERS (FOR ALL 12 SDOs) IN THEIR
ROLES IN THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

1. The Department of Education Caraga Regional Office through the Policy, Planning and Research Division shall conduct an activity titled Capacity Building of Budget Officers (For all 12 SDOs) in their Roles in the Program Management Information System (PMIS) on August 14-17, 2023, at Travelers' Inn, Tourism Road, Brgy. Catangnan, Gen. Luna, Surigao del Norte.
2. This activity aims to following:
 - a. Capacitate the Regional Office, and Schools Division Budget Officers in the full utilization of PMIS,
 - b. Execute proper procedures in the utilization of the Program PMIS; and
 - c. Demonstrate of the roles of the Budget Officers in the PMIS.
3. Participants to this activity are the 12 Budget Officers of the 12 SDOs personnel in the budget unit responsible for the Program Management Information System (PMIS). **Strictly one (1)** participant per SDOs, Four (4) Resource Speakers, Regional Directors and PPRD personnel.
4. Identified personnel to attend the activity shall register through this link https://docs.google.com/forms/d/e/1FAIpQLSf517xZ6_73mFZ7DWjvubiRrGLVgsb2Ka7NnTzV7tTjHn_Rg/viewform.
5. The participants are required to bring a laptop and a copy of their travel authority shall be submitted to the secretariat.
6. This is a Live-In Activity. Please refer to the matrix below regarding meals and lodging.

Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
August 13, 2023					Day 0
August 14, 2023					



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



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August 15, 2023					
August 16, 2023					
August 17, 2023					

7. Transportation and per diem of participants shall be charged against their local funds subject to the usual accounting and auditing rules and regulations while the meals and accommodations of the participants and Resource Speakers shall be charged to the **SARO No. OSEC-13-22-5836** downloaded to the host division.

8. For your action and dissemination.

MARIA INES C. ASUNCION

Director III

Officer-In-Charge

Office of the Regional Director

Encl/s.: NONE

Reference/s: NONE

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

BUDGET OFFICERS CAPACITY BUILDING PMIS

PPRD/jrme
07/03/2023



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