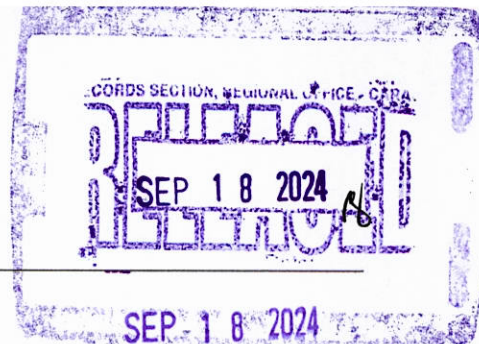




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **0964** s. 2024

To: Schools Division Superintendents
All Others Concerned

ADDENDUM TO REGIONAL MEMORANDUM NO. 0347 S. 2024 RE:
SEMINAR-WORKSHOP ON THE CONDUCT OF PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS)
SCHOOL-LEVEL PILOT TESTING AND
SCALE-UP IMPLEMENTATION

1. Relative to Regional Memorandum No. 0347, s. 2024, regarding the *Seminar-Workshop on the Conduct of Program Management Information System (PMIS) School-Level Pilot Testing and Scale-Up Implementation* on September 23-27, 2024, through the Policy, Planning, and Research Division (PPRD), please be informed that the venue will be at **Butuan Southville Hotel and Convention Center, Villa Kananga, Butuan City**.
2. Check-in is at 2:00 p.m. on Monday, September 23, 2024, with afternoon snack and dinner, while checkout is on Friday, September 27, 2024, with lunch as the last meal.
3. The Schools Division Superintendents must ensure the attendance of identified participants, with every slot filled to guarantee full participation. Attached is the activity matrix for the PMIS training, which outlines the detailed schedule of activities.
4. All other provision stipulated in the Memorandum remain in effect.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Encl.: As stated

Reference: Regional Memorandum No. 0347, s. 2024

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

PROGRAM MANAGEMENT INFORMATION SYSTEM

TRAINING

PPRD/djfm
09/18/2024



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Republic of the Philippines
Department of Education
CARAGA REGION

**PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) SCHOOL-LEVEL
PILOT TESTING AND SCALE-UP IMPLEMENTATION**

September 23-27, 2024 | Butuan Southville Hotel and Convention Center

Day 0: Sept. 23, 2024

Time	Activity/ Topic	Facilitators
3:00-6:00 PM	Arrival/ Registration/ Check-in/Dinner	TWG

Day 1: Sept. 24, 2024

Time	Activity/ Topic	Facilitators
6:00- 7:00 AM	Breakfast	TWG
8:00- 9:00 AM	Opening Program - National Anthem - Prayer - DepEd Quality Policy Statement	AVP/ TWG
9:00- 9:10 AM	Welcome Remarks	Pedro T. Escobarte, Jr. Assistant Regional Director
9:10- 9:20 AM	Recognition of Participants	Barbie M. Padas Administrative Asst. I
9:20- 9:30 AM	Statement of Purpose	Violeta C. Nunez, PhD. Chief, PPRD
9:30- 10:00 AM	Opening Message	Maria Ines C. Asuncion Regional Director
Session Proper		
10:00- 11:00 AM	Session 1: PMIS Overview	Jovixson Dalura Planning Officer III
11:00- 12:00 AM	Session 2: Operational Planning (Basics of the WFP)	John Rey M. Ebasco Project Development Officer I
12:00- 1:00 PM	Lunch	
1:00- 3:00 PM	Session 3A: Budget Cycle	Dandee Jonathan F. Monton Planning Officer III
3:00- 5:00 PM	Session 3B: Cost Parameters and School MOOE	Dandee Jonathan F. Monton Planning Officer III
5:00- 6:00 PM	Dinner/ QAME	TWG
6:00- 7:00 PM	Debriefing (RPs, TWG, and PPRD)	TWG
7:00 PM	Rest	

Day 2: Sept. 25, 2024

Time	Activity/ Topic	Facilitators
6:00- 7:00 AM	Breakfast	TWG
8:00- 9:00 AM	Opening Program - Nationalistic Song - Prayer - Recapitulation	Assigned SDO



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Session Proper		
9:00- 10:30 AM	Session 4: Accessing the PMIS	John Rey M. Ebasco Project Development Officer I
Time	Activity/ Topic	Facilitators
10:30- 12:00 NN	Visual Presentation Staging/ Workshop No. 1	John Rey M. Ebasco Project Development Officer I
12:00- 1:00 PM	Lunch	
1:00- 2:00 PM	Presentation and Tracking of Outputs by SDOs/ Schools	John Rey M. Ebasco Project Development Officer I
2:00- 3:00 PM	Session 6A: Expenditure Matrix (Offline)	Jovixson Dalura Planning Officer III
3:00- 4:00 PM	Session 6B: Expenditure Matrix (Online)	Jovixson Dalura Planning Officer III
4:00- 5:00 PM	Visual Presentation Staging/ Workshop No. 3 (Offline) Workshop No. 4 (Online)	Jovixson Dalura Planning Officer III
5:00- 6:00 PM	Dinner/ QAME	TWG
6:00- 7:00 PM	Debriefing (RPs, TWG, and PPRD)	TWG
7:00 PM	Rest	

Day 3: Sept. 26, 2024

Time	Activity/ Topic	Facilitators
6:00- 7:00 AM	Breakfast	TWG
8:00- 9:00 AM	Opening Program - Nationalistic Song - Prayer - Recapitulation	Assigned SDO
Session Proper		
9:00- 10:00 AM	CONTINUATION..... Visual Presentation Staging/ Workshop No. 3 (Offline) Workshop No. 4 (Online)	Jovixson Dalura Planning Officer III
10:00- 12:00 NN	Presentation and Tracking of Outputs by SDOs/ Schools (Workshop No. 3 and 4)	John Rey M. Ebasco Project Development Officer I
12:00- 1:00 PM	Lunch	
1:00- 2:00 PM	Session 7: Updating and Confirmation of WFP	Jovixson Dalura Planning Officer III
2:00- 3:00 PM	Visual Presentation Staging/ Workshop No. 5	Jovixson Dalura Planning Officer III
3:00- 3:30 PM	Session 8: PPMP	Jovixson Dalura Planning Officer III
3:30- 4:30 PM	Session 9A & 9B: AR & ATC	John Rey M. Ebasco Project Development Officer I
4:30- 5:00 PM	Visual Presentation Staging/ Workshop No. 6 (AR) Workshop No. 7 (ATC)	John Rey M. Ebasco Project Development Officer I



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5:00- 6:00 PM	Dinner/ QAME	TWG
6:00- 7:00 PM	Debriefing (RPs, TWG, and PPRD)	TWG
7:00 PM	Rest	

Day 4: Sept. 27, 2024

Time	Activity/ Topic	Facilitators
6:00- 7:00 AM	Breakfast	TWG
8:00- 9:00 AM	Opening Program - Nationalistic Song - Prayer - Recapitulation	Assigned SDO
Session Proper		
9:00- 10:00 AM	CONTINUATION..... Visual Presentation Staging/ Workshop No. 6 (AR) Workshop No. 7 (ATC)	Jovixson Dalura Planning Officer III
10:00- 11:00 NN	Presentation and Tracking of Outputs by SDOs/ Schools (Workshop No. 3 and 4)	John Rey M. Ebasco Project Development Officer I
11:00- 12:00 NN	Closing Program	TWG
	Giving of Certificates	TWG
	Ways forward and Closing Message	Violeta C. Nunez, PhD Chief, PPRD
12:00- 1:00 PM	Lunch	
Home Sweet Home		



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