



Republic of the Philippines
Department of Education
CARAGA REGION



November 22, 2022

REGIONAL MEMORANDUM
No. 1045, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
RO FUNCTIONAL DIVISION CHIEFS
This Region

TRAINING ON ENHANCED PROGRAM MANAGEMENT
INFORMATION SYSTEM (E-PMIS)

- The Department of Education (DepEd) Caraga Region through the Policy, Planning and Research Division (PPRD) shall conduct a Training on Enhanced Program Management Information System (E-PMIS) on December 6-9, 2022, at Balanghai Hotel and Convention Center, Butuan City.
- This activity aims to:
 - 2.1 Orient the participants on the new features of the E-PMIS.
 - 2.2 Guide the participants on the processes, timelines, and accountability on the use of the PMIS in the DepEd.
 - 2.3 Operationalize the PMIS in the Schools Division Offices.
 - 2.4 Prepare and submit an action plan for Division PMIS Re-Orientatation.
- Attached herewith are:
 - 3.1 Enclosure 01 – Allocation of Participants Per SDO
 - 3.2 Enclosure 02 - Training Matrix
- Participants shall bring their personal laptop and extension cord.
- Please refer to the matrix below regarding meals, board and lodging.

Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	Board & Lodging
Dec. 6, 2022					√	√
Dec. 7, 2022	√	√	√	√	√	√
Dec. 8, 2022	√	√	√	√	√	√
Dec. 9, 2022	√	√	√	√		

- The following participants shall be provided with dinner and accommodation starting December 6, 2022 (Day 0): 1. Tandag City Division; 2. Surigao del Sur Division, 3. Bislig City Division, 4. Siargao Islands Division, 5. Dinagat Islands Division, 6. Surigao City Division, 7. Surigao Norte Division, 8. Agusan del Sur.



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7. When travel and/or activity dates would fall on weekends, holidays, special non-working holiday, participants are entitled to a Leave Credit for teaching personnel and Compensatory Time-Off (CTO) for non-teaching personnel in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service.

8. All participants are required to submit their approved **Travel Authority**.

9. Expenses incurred during this activity such as: meals, snacks, accommodation of participants, learning facilitators, regional program management team, supplies and materials, transportation, accommodation, and token of resource speakers are charged against **SARO No. OSEC-13-22-5836** while transportation and per diem of participants from the 12 SDOs relative to the attendance to this activity are chargeable against their local funds subject to the usual accounting and auditing rules and regulations.

10. Dissemination and immediate action of this Memorandum to all concerned is desired.

 **MA. GEMMA MERCADO LEDESMA**
Regional Director 

Encl/s.: As stated

Reference/s: None

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

E-PMIS

ENHANCEMENT PROGRAM

PPR/vcn
11/22/2022

Enclosure No.1 of RM No. 1045, s. 2022

Allocation of Participants Per SDO

SDO	DPO	Budget Officer	ADAS (OSDS, CID, & SGOD)	Supply Officer	BAC Sec	M & E	SEPS- HRD	IPED	Chief SGOD & CID	Engineer	Total
1. Agusan del Norte	1	1	3	1	1	1	1	1	2	1	13
2. Agusan del Sur	1	1	3	1	1	1	1	1	2	1	13
3. Bayugan City	1	1	3	1	1	1	1	1	2	1	13
4. Bislig City	1	1	3	1	1	1	1	1	2	1	13
5. Butuan City	1	1	3	1	1	1	1	1	2	1	13
6. Cabadbaran City	1	1	3	1	1	1	1	1	2	1	13
7. Dinagat Islands	1	1	3	1	1	1	1	1	2	1	13
8. Siargao Islands	1	1	3	1	1	1	1	1	2	1	13
9. Surigao City	1	1	3	1	1	1	1	1	2	1	13
10. Surigao del Norte	1	1	3	1	1	1	1	1	2	1	13
11. Surigao del Sur	1	1	3	1	1	1	1	1	2	1	13
12. Tandag City	1	1	3	1	1	1	1	1	2	1	13
											156

RO Participants	
Position	No. of participants
ADAS	10
BAC Sec.	1
Engineer	1
Budget Officer	1
Supply Officer	1
Accountant	1
RD	1
ARD	1
RD's Secretary	1
Chiefs	8
PMT	2
CO Facilitators	5
Program Owners:	
CLMD	4
FTAD	2
QAD	2
ESSD	2
HRDD	2
PPRD	2
ASD	2
Total:	49

Enclosure No.2 of RM No. 1045, s. 2022

TRAINING ON ENHANCED PROGRAM MANAGEMENT INFORMATION SYSTEM (E-PMIS)

Date/ Time	Activity	In-Charge/ Resource Person
Day 0		
1:00PM – 4:00PM	Arrival/ Registration	
4:00PM – 5:00PM	Meeting and walk through of the activity	
5:00 PM	Dinner	
Day 1		
5:00AM – 8:00AM	Breakfast	
	Registration and Attendance	
8:00AM- 9: 00AM	Open Preliminaries	
	• National Anthem	
	• Prayer	
	• Message	
	Acknowledgement of Participants	
	Opening Remarks & Presentation of Program Background: Overview Objectives/ Purpose and Schedule of Activities	
DO No. 11, s. 2021		
9:00AM – 10:30AM	Part I. Deped Order No. 11, s. 2021	
	• Policy Cover • Rationale • Scope • Definition of Terms • Policy Statement	
10:31AM- 11:31 AM	Part II. DepEd Order No. 11, s. 2021	
	• PMIS Major Processes and Accountability per level Governance • Monitoring and Evaluation • References and Transitory Provision	
11:32AM – 12:00NN	Synthesis and Reflection	
11:32AM – 12:00NN	Q & A	
12:00NN- 1:00PM	Lunch Break	
Plan and Budget Preparation		
1:00PM- 3:00PM	Basics of WFP	
3:00PM – 5:00PM	Allocate Budget	
	• Expenditure Matrix • APP- CSE • PPMP • Review and updating of Status of WFP (For POs)	
5:00PM	Dinner	
6:00PM	Day 1 Debriefing of the Program Management Team (PMT)	
Day 2		
5:00AM- 8:00AM	Breakfast	
8:00AM- 8:30AM	Opening Preliminaries	
	MOL	

Implementation Stage		
8:30- 9:30AM	AR/ ATC Facility	
	Enhanced Sub-ARO Facility	
Progress Monitoring		
9:30AM-10:30AM	Physical Accomplishment Reporting	
	Financial Accomplishment Reporting	
Plan Adjustment		
10:30- 11:30AM	Enhancements on Plan Adjustment Module	
11:30- 12:00NN	Q & A	
12:00NN- 1:00PM	Lunch Break	
1:00PM – 5:00 PM	New Facilities on Report Generation • Generate Summary of Convergence Programs by Funding Year • Generate Summary of Committed Outputs by Funding Year	
5:00PM	Dinner	
6:00PM	Day 2 Debriefing of the Program Management Team (PMT)	
Day 3		
5:00AM-8:00AM	Breakfast	
8:00AM- 8:30AM	Opening Preliminaries MOL	
8:30AM- 12:00NN	Spill-Over Activities and Tutorial Sessions for Participants with difficulties	
12:00NN-1:00PM	Lunch Break	
1:00PM-3:00PM	Ways Forward Giving of Certificates	
3:00PM	Closing Remarks	
Home Sweet Home		