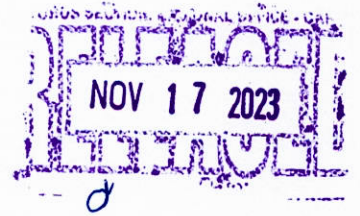




Republic of the Philippines
Department of Education
CARAGA REGION



November 17, 2023

REGIONAL MEMORANDUM

No. 1151, s. 2023

To: NELIA LOMOCOSO, PhD, CESO V
Schools Division Superintendent
Surigao del Sur Division

NATIONAL TRAINING OF TRAINERS (NTOT) ON THE PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS)
SCHOOL-LEVEL PILOT TESTING

1. The field is hereby informed of the National Training of Trainers (NTOT) on the Program Management Information System (PMIS) School-level Pilot Testing on November 20-24, 2023, at Ace Hotel and Suites, United Street, Kapitolyo, Pasig City.
2. The selected participants are the following:

Regional Office Participants	John Rey M. Ebasco	Administrative Assistant I Policy, Planning, and Research Division
	Emily G. Cabaraban	Administrative Officer II Finance Division- Budget Unit
Schools Division Office	Jovixson B. Dalura	Planning Officer III Surigao del Sur Division
	Eppie P. Cabrera	AO V- Budget Officer III Surigao del Sur Division

3. Transportation and incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Attached is a copy of the memorandum and signed Nomination form for your reference.

5. For your information and appropriate action.

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

BY THE AUTHORITY OF THE REGIONAL DIRECTOR

JOEL B. ROSALES
CAO- ASD

Encl/s.: NTOT on the PMIS School-level Pilot Testing and Signed Nomination Form
Reference/s: NTOT on the PMIS School-level Pilot Testing
To be indicated in the Perpetual Index
under the following subjects:

NATIONAL TRAINING OF TRAINERS PARTICIPANTS PMIS

PPRD/jrme
11/16/2023



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-

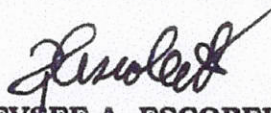
MEMORANDUM

TO :

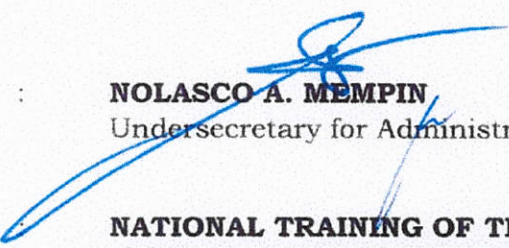
**REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PMIS TECHNICAL WORKING GROUP**

*Planning Service - Planning and Programming Division
Finance Service - Budget and Accounting Divisions
Procurement Management Service - Procurement Planning
and Management Division
Administrative Service - Asset Management Division
Information and Communications Technology Service - User
Support and Solutions Development Divisions*

THROUGH :


REVSEE A. ESCOBEDO
Undersecretary for Operations

FROM :


NOLASCO A. MEMPIN
Undersecretary for Administration

SUBJECT :

**NATIONAL TRAINING OF TRAINERS (NTOT) ON THE
PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)
SCHOOL-LEVEL PILOT TESTING**

DATE :

6 November 2023

The Department of Education, through the Planning Service - Planning and Programming Division (PS-PPD) and the PMIS Central Office Technical Working Group (CO-TWG), will hold a National Training of Trainers (NTOT) for PMIS School-Level Pilot Testing on November 20-24, 2023, within the National Capital Region. A separate advisory will be released soon with detailed information about the exact venue and other administrative details.

This activity aims to train the pool of trainers for the upcoming pilot testing at selected DepEd Regional Offices, Schools-Division Offices, and Schools categorized as Implementing Units (IUs).



Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

Telephone No.: (02) 8638-1780; Email: usecforadministration@deped.gov.ph



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Specifically, this will ensure:

- a. That Participants will become proficient trainers and ready to provide support and guidance in implementing PMIS at the school level.
- b. Sustainability of PMIS utilization.
- c. Smooth integration of the PMIS at all levels of governance.

The PMIS CO-TWG has initially identified target participants for the NTOT. However, we request the Regional Offices (ROs) to confirm the participation of pre-identified participants from their respective ROs and Schools Division Offices (SDOs), and identify additional participants based on the available slots for each region. This will help ensure a complete set of national trainers to be trained during the activity. It is recommended that participants from ROs and SDOs should have attended previous trainings and workshops on PMIS (Phase I, II, and Other Training Rollouts) and must be knowledgeable on the use of computer office applications, virtual meeting platforms, and online information systems. They should have a working knowledge of program management processes, be willing to travel and be part of the training roll-out team.

Please refer to the indicative program of activities, list of expected participants, and the number of available slots/attendees per region, attached as **Annexes A and B**. Attendees must submit the duly accomplished nomination form attached as **Annex C** on or before **November 13, 2023**.

For inquiries or further concerns on this matter, you may contact **Mr. Deryll S. Santos** or **Mr. Kaedean John C. Taton** of the Planning Service, Planning and Programming Division (PS-PPD) through telephone number at (02) 8633-7216 or through official email at ps.ppd@deped.gov.ph.

For your immediate action and dissemination.

**NATIONAL TRAINING OF TRAINERS (NTOT) ON THE
PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)
SCHOOL-LEVEL PILOT TESTING
November 20-24, 2023**

INDICATIVE PROGRAM OF ACTIVITIES

Date & Time	Activity	Responsible
November 20, 2023 (Day 0)		
8:00 AM-onwards	Arrival of Participants *Standard Room Check-in 2:00 PM	Secretariat
1:00 PM - 5:00 PM	Preparatory Meeting and Technical Dry-Run	PMIS Central Office Technical Working Group
November 21, 2023 (Day 1)		
8:00 AM - 8:30 AM	Registration	All Participants
8:30 AM - 8:45 AM	Preliminaries - National Anthem - Invocation - Welcome Message - Statement of Purpose - Introduction of Resource Persons	Secretariat
8:45 AM - 9:30 AM	Introduction to PMIS NTOT - Rationale and Background (Understanding the School-Level Pilot Testing) - Getting to Know Exercises - Expectations Check - Presentation of Training Design - Group Norms - Pre-Test	Ms. Mary Jane B. Feliciano Mr. John Carlo S. Astilla
9:30 AM-10:00 AM	Session 1: PMIS Overview and Objectives - Navigating the Basics of PMIS - Policy Issuances and Updates - PMIS Key Features and Functionalities - Key Players and their Roles and Responsibilities	Mr. Marlon B. Custodio
10:00 AM-10:45 AM	Session 2: Strategic and Operational Planning	Mr. Piolo Martin M. Moreno
10:45 PM - 11:30 AM	Session 3A: The Budget Cycle Session 3B: PMIS Process and Timeline	Finance Service - Budget Division & Mr. Marlon B. Custodio
11:30 AM - 12:00 PM	Session 4: Accessing the PMIS	Mr. Ramil D. Chua

Date & Time	Activity	Responsible
	Workshop 1: Logging In and Out and Quick Navigation of the Operating Unit and Process Owner Accounts	
12:00 PM – 1:00 PM	Lunch Break	All
1:00 PM - 2:00 PM	Session 5: Budget Allocation • Individual Allocation • Adjustment of Allocation • Voiding of Allocation Workshop 2: Allocating and Adjusting Budget (Proposal to NEP to GAA)	Finance Service - Budget Division
2:00 PM - 3:15 PM	Session 6A: Preparation of Expenditure Matrix (Offline Encoding) Workshop 3: Downloading, Filling-out and Uploading of Expenditure Matrix	Mr. Deryll S. Santos
3:15 PM - 3:45 PM	Session 6B: Preparation of Expenditure Matrix (Online Encoding) Workshop 4: Editing of Expenditure Matrix Thru Online Encoding	Mr. Deryll S. Santos
3:45 PM - 4:45 PM	Session 7: Finalization, Review and Approval of Expenditure Matrix • Review and Triangulation of Ems • Uploading and Troubleshooting of Ems • Printing of WFP • Routing for Approval Workshop 5: Marking WFP as Completed	Mr. Deryll Santos and Mr. Marc Adrian F. Gianan
4:45 PM-5:00 PM	Daily Activity Evaluation and Next-Day Instructions	Emcee/Secretariat
November 22, 2023 (Day 2)		
8:00 AM-8:30AM	Preliminaries • Prayer • Nationalistic Song • Management of Learning	Assigned Region
8:30 AM-10:30 AM	Session 8: Preparation of Other Operational Plans (Procurement Plans) • Project Procurement Management Plan (PPMP) • Annual Procurement Plan for Common-Used Supplies and Equipment (APP-CSE) Workshop 6: Updating of PPMP Details and List of APP-CSE	Ms. Jenet Nadura & Ms. Michelle Ann Maico

Date & Time	Activity	Responsible
10:30 AM-12:00 PM	Session 9: Activity Request • Within the allocated budget • Exceeding the allocated budget but within the 10% threshold • Exceeding the 10% threshold Workshop 6: Requesting of AR and Review/Approval of AR	Mr. John Carlo S. Atilla
12:00 PM - 1:00 PM	Lunch Break	All
1:00 PM - 2:30 PM	Session 9: Authority to Conduct • Adding activity as an ATC • Requesting ATC Workshop 7: Requesting of ATC and Review, Verification and Approval of ATC	Mr. Kaedean John C. Taton
2:30 AM-3:30 PM	Session 10: Sub-Allotment Release Order (Sub-ARO) • Downloading and Recording of Sub-ARO • Receipt and Confirmation of Sub-ARO • Preparation of WFP for Received PSF Workshop 8: Downloading and Receiving of Sub-ARO	Finance Service - Budget Division
3:30 PM - 4:45 PM	Session 12A: Monitoring of Program Accomplishment • Program Implementation Review • Physical Accomplishment Reporting Workshop 9: Reporting of Quarterly Physical Accomplishment	Mr. Ramil D. Chua
4:45 PM - 5:00 PM	Daily Activity Evaluation and Next-Day Instructions	Emcee/Secretariat
November 23, 2023 (Day 3)		
8:00 AM-8:30AM	Preliminaries • Prayer • Nationalistic Song • Management of Learning	Assigned Region
8:30 AM-10:00 AM	Session 12B: Monitoring of Program Accomplishment • Financial Accomplishment Reporting (Obligation & Disbursement) Workshop 10: Uploading of BMS Data	Finance Service - Budget & Accounting Division

Date & Time	Activity	Responsible
	to PMIS (Financial Accomplishment) Reporting)	
10:00 AM-11:30 PM	Session 13: Catch-up Planning and WFP Adjustment Workshop 11: Adjusting WFP	Mr. Elmer B. Baruno
11:30 AM – 12:00 PM	Open Forum	Emcee/Secretariat
12:00 PM – 1:00 PM	Lunch Break	All
1:00 – 3:00 PM	Session 14: Preparing for School-Level Pilot Testing • Preparing Schools for Pilot Testing • Roles and Responsibilities of School-Level Trainers • Developing a School-Level Pilot Testing Plan • School Selection and Recruitment • Final Preparations and Q&A	Mr. Marlon B. Custodio
3:00 PM – 4:45 PM	Workshop 12: Finalization and Presentation of School-Level Pilot Testing Plans of the 4-Pilot Regions	Pilot Regions
4:45 PM-5:00 PM	Daily Activity Evaluation and Next-Day Instructions	Emcee/Secretariat
November 24, 2023 (Day 4)		
8:00 AM-8:30AM	Preliminaries • Prayer • Nationalistic Song • Management of Learning	Assigned Region
8:30 AM-9:30 AM	• Monitoring, Evaluation and Learning Planning	Mr. Marlon B. Custodio
9:30 AM-10:30 AM	Closing Program • QATAME Results for Day 1-3 and End of Activity Evaluation • Key Takeaways and Experience • Distribution of certificates to participants • Acknowledgements • Next Steps and Way Forward • Closing Remarks Group Photo	Secretariat
10:30 AM – 12:00 PM	Room Check-out	
12:00 PM onwards	Departure of Participants	

**PROGRAM MANAGEMENT INFORMATION SYSTEM
TRAINING OF TRAINERS**

November 20-24, 2023

LIST OF EXPECTED PARTICIPANTS

PMIS Technical Working Group	
PS – Planning and Programming Division	Mary Jane B. Feliciano
	Edwin E. Calubag
	Marlon B. Custodio
	Ramil D. Chua
	John Carlo S. Astilla
	Kaedean John C. Taton
	Jose Valerio S. Velasquez
	Piolo Martin M. Moreno
	Deryll S. Santos
	Marc Adrian Gianan
	Elmer Baruno
	Erica Mae A. Valencia
	Jenny Rose Clemente
	Zaida Fe Briones
	Catherine Salcedo
	Ruby Claudia Aquino
	Jubina Flores

FS-Budget Division	Jesus dela Merced Reymark Tirados
FS-Accounting Division	(1 slot)
ProcMS-PPMD	Jenet Nadura
AS-AMD	Michelle Maico
ICTS – USD	Ramil Bawar & 2 (slot)
ICTS - SDD	Arnold Sayson
ICTS - SDD	Nicole Aquino

Region	RO Participants	SDO Participants
CAR	Ms. Janet Ambucay Mr. Erniely Godoy	Ms. Jasmine Calngan Ms. Belen Tomin
I	Mr. Pedro Jose Cudal Ms. Liezl Mique	Ms. Jacquelyn Mendoza Ms. Gloria Cabotaje
II	Mr. Nicholai A. Tumbali Ms. Elvira Delos Santos Ms. Kheycee M. Serna	Ms. Maryflor Maramag
III	Ms. Matrose Galarion Ms. Beverly Anne Mejia	Ms. Marilou Castro Ms. Alpha Joy Razon
NCR	Ms. Lilia Ricero Mr. Maco B. Realista	Ms. Michelle S. Bazar Mr. Jonnel A. Sison Ms. Eloisa D. Mojica Mr. Reinan M. Ignacio

Region	RO Participants	SDO Participants
		Ms. Lovely Rollaine V. Cruz Ms. Ruth P. Dela Cruz (2 Slot)
IV-A	Mr. Elinio S. Garcia Mr. Adrian A. Bullo Ms. Laarni A. Evaristo	(1 slot)
IV-B	Ms. Gloria M. Cruz Mr. Jayson M Ealdama Ms. Marissa O. Bucao	Ms. Jonaline Closa
V	Ms. Mercy S. Castillo Ms. Shannon D. Abogado Ms. Ilya O. Vargas Ms. Teresa T. Buasan	Ms. Karine Tessa B. Dominguez (5 slots)
VI	Mr. Leo Dedoroy Mr. Maydelyn Antioquia Ms. Eulah Acosta Ms. Mary Flor Galvez Ms. Rissa Marie Calogho	Mr. Rey Aguilar Ms. Djoanna Marie Amedo Mr. Sayrus Cardona Mr. Ronald Dile (1 slot)
VII	Mr. Jess Marlowe Libre Ms. Apple Maye Susvilla Mr. Christopher Villanueva Jr.	Ms. Ada Dayondon
VIII	Mr. Clark Dave P. Arante Mr. Mark Lito B. Gallano	Ms. Jovie M. Caube Ms. Glaiza Mia D. Rin
IX	Mr. Alhadzmar A. Lantaka Ms. Lucshil G. Pioquinto	Ms. Marlyn A. Doronila Mr. Anthon John S. Soriano
X	Mr. Ian Cabahug Mr. Rodolfor Bayeta Jr.	Ms. Emelie Padayhag Mr. Kevin Asequia
XI	Ms. Shella Lu Dela Cerna Ms. Esther Krysmaye A. Roble Mr. Ronnie S. Mercado	Ms. Shiela L. Cambunga Ms. Rizalien Jane Bongacayao Mr. John Carlo Carballo Ms. Suzzane Marie G. Dacuycuy Mr. Elmer Puerto Ms. Joan Cereno Ms. Fritzie Ivy Dalangin Mr. Rolando G. Borja
XII	Ms. Lovely Z. Ramos Mr. Noren Grace Laguting	Mr. Melijo Anthony Chan Ms. Rosenda Pioquinto
CARAGA	Mr. John Rey Ebasco Ms. Emily G. Cabadbaran	Mr. Ronald L. Arnego Ms. Janice E. Gregorio

Program Management Information System National Training of Trainers 2023
PARTICIPANTS NOMINATION FORM

November 20-24, 2023

NONIMATION CRITERIA

- 1) Must be primary user of the Program Management Information System (PMIS).
- 2) Must have attended previous trainings and workshop on PMIS.
- 3) Must be well versed with the use of computer, office applications, virtual meeting platforms and online information systems.
- 4) Must have working knowledge on program management processes.
- 5) Must be willing to be trained as part of the National Implementation Team for the Regional and SDO roll-out of PMIS.

Nominee No. 1

Name:	Jovixson B. Dalura	
Nickname:	Jovix	
Birth date (Month/Day/Year):	Nov. 5, 1992	
Sex (Please Check)	Male ☒	Female ☐
Contact Number:	09476344261	
Email address:	jovixson.dalura@deped.gov.ph	
Office:	SGOD-Planning and Research Section	
Position:	Planning Officer III	

Nominee No. 2

Name:	Eppie P. Cabrera	
Nickname:	Pie	
Birth date (Month/Day/Year):	Sept. 30, 1965	
Sex (Please Check)	Male ☐	Female ☒
Contact Number:	09171546182	
Email address:	eppie.cabrera@deped.gov.ph	
Office:	OSDS-Finance - Budget Unit	
Position:	Admin. Officer V- Budget Officer III	

Note: Kindly replicate the nominee number and table based on the identified slots per RO and SDO.

Nominated by:

Signature over printed name: VIOLETA C. NUNEZ, PhD
 Position: OIC - Chief, PPRD

Note: Please confirm your attendance by sending this form to ps.ppd@deped.gov.ph on or before October 25, 2023