



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **1176**, s. 2024

To: Schools Division Superintendents
All Others Concerned

**SEMINAR-WORKSHOP ON THE CONDUCT OF PROGRAM MANAGEMENT
INFORMATION SYSTEM (PMIS) SCHOOL-LEVEL PILOT TESTING AND
SCALE-UP IMPLEMENTATION BATCH 2**

1. In line with DepEd Order No. 11, s. 2021, *Guidelines on the Operationalization of the Program Management Information System*, this Office, through the Policy, Planning, and Research Division, will conduct a three-day Seminar-Workshop on the Program Management Information System (PMIS) School-Level Pilot Testing and Scale-up Implementation, Batch 2, on December 9-12, 2024, at Gold Hall, NEAP Caraga, Butuan City.
2. Each Division Office is to select 1 Implementing Unit (IU) school to participate in the training. Each IU school should send 4 participants: the school head, budget officer, bookkeeper, and disbursing officer. Cabadbaran City and Agusan del Norte Divisions are excluded from training, as Cabadbaran City has only one IU school, which was trained in Batch 1, and Agusan del Norte has reached the maximum of three IU schools trained. The objectives of this activity are as follows:
 - a. Improve the quality and effectiveness of the data management,
 - b. Boost operational efficiency and improves educational outcomes, and
 - c. Orient the personnel with the necessary knowledge of the enhanced facilities of the PMIS at the school level.
3. The expected participants for this training, as listed below:

Region/Division/School	Expected Participant	Total No. of Participant
Regional Office	PPRD Personnel	7
	Trainers	3
	RD and ARD	2
School (1 IUs per Division Office)	School Head	10
	Budget Officer	10
	Bookkeeper	10
	Disbursing Officer	10
	Total, Caraga Participants	52



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4. Confirmed participants must register via <https://tinyurl.com/PMISBatch2School> on or before November 18, 2024. Participants must bring their laptops, extension cords, and backup Wi-Fi routers (if available) to actively engage in the workshop.
5. The Schools Division Superintendents are responsible for ensuring that all identified participants attend the training, with each slot filled to achieve full participation.
6. Expenses for meals, venue, and training supplies for this activity will be covered by the Program Support Fund for scaling up the PMIS implementation at the school level (OSEC-13-24-2535). This will be a live-out training, as NEAP Caraga's dormitory is currently under rehabilitation. Travel and other incidental expenses for participants will be covered by their respective local funds, subject to availability and in compliance with the usual accounting and auditing rules and regulations.
7. For further information regarding this Memorandum, please contact Mr. Dandee Jonathan F. Monton at 09279327676 or Ms. Empha Grace M. Perez at 09919240833.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO TENEBRO ESCOBARTE JR.
Director III/Assistant Regional Director 

Encl/s.: NONE
Reference/s: DO No.11, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

PERSONNEL

PROGRAM

TRAINING

PPRD/djfm
10/29/2024

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