



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

Tel. no. 533-49-31/35 Fax. no. 532-71-17  
E-Mail Address: [mandaluyongcity@deped.gov.ph](mailto:mandaluyongcity@deped.gov.ph)



December 3, 2014

MEMORANDUM:


To: Mrs. Emma G. Arrubio  
Mrs. Ma. Delma A. Abringe  
Ms. Krizel A. Tayag  
Principals:  
Mrs. Ellalyn A. Abutal  
Dr. Ervin A. Salazar  
Mr. Manuel A. Laguerta  
Ms. Olivia L. Pagurayan  
Mr. Efren Consemino

Public School District Supervisor  
Division Planning Officer  
Division Accountant

Doña Pilar Gonzaga Elementary School  
Mataas na Paaralang Neptali A. Gonzales  
Isaac Lopez Integrated School  
Jose Fabella Memorial School  
Eulogio Rodriguez Elementary School/  
SPED Elem / HS

1. Pursuant to NCR Unnumbered Memorandum dated November 24, 2014 entitled "Orientation Cum Training on Program Management Information System (PMIS)" to be held at the Great Eastern Hotel, Quezon City on December 15-18, 2014, you are hereby advised to attend the said training as per attached schedule.
2. Please see attached NCR memorandum for your information and guidance. Bring all required documents and submit the soft copy ([depedmandaluyong@gmail.com](mailto:depedmandaluyong@gmail.com)) and hard copy of the Final 2014 Revised WFPs/Catch Up Plan in excel based template to the Division office and to Mrs. Emma G. Arrubio.
3. Wide and immediate dissemination of this Memorandum is desired.




  
**NERISSA L. LOSARIA**  
Officer IN Charge  
Office of the Schools Division Superintendent

DIVISION OF CITY SCHOOLS  
City of Mandaluyong

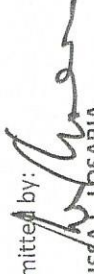
Participants on the Orientation cum Training on Program Management Information System

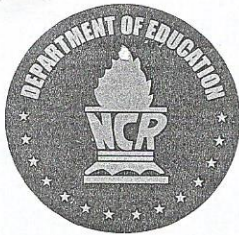
Name of Participant	Division	Designation	Gender	Live-in or Live-out	Date of Arrival	Date of Departure	Please put a check as appropriate	
							Attended a PMIS Orientation	No PMIS Orientation
Emma G. Arrubio	Mandaluyong	Public Schools District Supervisor/ Division Program Coordinator	Female		12/16/2014			V
Ma. Delma A. Abringe	Mandaluyong	Planning Officer II	Female		12/15/2014		V	
Krizel Tayag	Mandaluyong	Accountant I	Female		12/15/2014		V	
Elialyn A. Abutal	Mandaluyong	Principal III	Female		12/18/2014			V
Ervin A. Salazar	Mandaluyong	Principal IV	Female		12/18/2014			V
Manuel A. Laguerta	Mandaluyong	Principal II	Male		12/18/2014			V
Efren S. Consemينو	Mandaluyong	Principal III	Male		12/18/2014			V
Olivia L. Pagurayan	Mandaluyong	Special Education Principal II	Female		12/18/2014			V

Prepared by:

  
**MA. DELMA A. ABRINGE**  
Planning Officer II

Submitted by:

  
**NERISSA L. LOSARIA**  
Officer in Charge  
Office of the Schools Division Superintendent



Republika ng Pilipinas  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

Department of Education  
National Capital Region  
RECORDS AND PUBLICATION UNIT

**RELEASED**

By: [Signature]  
Date: NOV 25 2014 Time: 3:50

MEMORANDUM

FROM : LUZ S. ALMEDA [Signature]  
Director IV **PONCIANO A. MENGUITO**  
Schools Division Superintendent  
Officer-In-Charge  
Office of the Assistant Regional Director

TO : SCHOOLS DIVISION SUPERINTENDENTS

SUBJECT : ORIENTATION CUM TRAINING ON PROGRAM MANAGEMENT  
INFORMATION SYSTEM (PMIS)

DATE : November 24, 2014

1. Pursuant to the attached unnumbered Memorandum dated November 10, 2014 from USEC. Rizalino D. Rivera, Undersecretary for Regional Operations, DepEd Central Office, an Orientation cum Training on PMIS will be held at a venue to be announced later (TBA) on December 15-18, 2014.

2. Particular attention is invited to paragraph nos. 4 and 5, Roles and Functions and Expected Outputs of Participants and Preparations Prior to (1.a-b) and During (2.a-f) the Scheduled Activity.

3. Participants to this activity are the following:

Day 1 (December 15, 2014)

a. Regional Finance Officer	-	1
b. Division Planning Officers	-	16
c. Division Accountants	-	16
<u>Total</u>	-	<u>33</u>

Day 1 of Cluster 1 (December 16, 2014)

a. Regional Director	-	1
b. SDS/Division Program Coordinators	-	16
c. School Heads (Cluster 1)	-	30
<u>Total</u>	-	<u>47</u>

8096  
DIVISION OF CITY SCHOOLS  
**RECEIVED**  
By: Malon  
Date: 27 NOV 2014  
Time: 9:30AM  
MANDALUYONG

Day 1 of Cluster 2 (December 17, 2014)

a. School Heads (Cluster 2) - 47

Day 1 of Cluster 3 (December 18, 2014)

a. School Heads (Cluster 3) - 47

4. Also, attached is the list of recipient schools per cluster.

5. SDOs are requested to submit the List of Participants to this Office on or before **December 8, 2014**, Attention: Policy, Planning and Research Division at email address: [ebeisrpuncr@ymail.com](mailto:ebeisrpuncr@ymail.com) or ADPLAN Facebook Group using the format below, for confirmation and consolidation prior to submission to OPS-PPD, Central Office.

Name of Participants	Division	Designation	Gender	Live-in or Live-out	Date of Arrival	Date of Departure	Please put a check as appropriate	
							Attended a PMIS Orientation	No PMIS Orientation

6. For more details please coordinate with Mr. Emmanuel I. Maninang, OIC-PPRD at telephone no. 928-0104 or Mr. Paulino C. Garcia, Chief-BFD at 929-4312/920-1487.

7. For strict compliance.

**CLUSTER 1****FY 2014 NCR LIST OF RECIPIENT SCHOOLS**

	REG	DIV	SCH ID	SCHOOL	PPA	REMARKS
1	NCR	Manila	136484	Fernando Ma. Guerrero E/S	SSES	
2	NCR	Manila	305309	M. Araullo High School	STE	
3	NCR	Manila	305300	C. Arellano High School	STE	
4	NCR	Manila	305318	Manuel Roxas High School	STE	
5	NCR	Manila	305306	Ramon Magsaysay High School (Espana)	STE	
6	NCR	Manila	305315	V. Mapa High School	STE	
7	NCR	Manila	305312	Manila Science High School	STE	
8	NCR	Manila	136604	Silahis ng Kagitingan, Jose Rizal ES SPED Center	SPED-ES	
9	NCR	Manila	136419	Silahis ng Pag-asa, Bo. Obrero ES SPED Center	SPED-ES	
10	NCR	Manila	136444	Silahis ng Diwa, M. Hizon ES SPED Center	SPED-ES	
11	NCR	Manila	136457	Silahis ng Kagandahan, A. Albert ES SPED Center	SPED-ES	
12	NCR	Manila	136452	Silahis ng Kaunlaran, P. Gomez ES SPED Center	SPED-ES	
13	NCR	Manila	136467	Silahis ng Pag-ibig, P. Burgos ES SPED Center	SPED-ES	
14	NCR	Manila	136473	Silahis ng Ligaya, J. Lukban ES SPED Center	SPED-ES	
15	NCR	Manila	136477	Silahis ng Kalinisan, A. Quezon ES SPED Center	SPED-ES	
16	NCR	Manila	136485	Silahis ng Tagumpay, Sta. Ana ES SPED Center	SPED-ES	
17	NCR	Manila	136589	Silahis ng Katapatan, Rafael Palma ES SPED Center	SPED-ES	
18	NCR	Manila	136461	Silahis ng Kapayapaan, Legarda ES SPED Center	SPED-ES	
19	NCR	Manila	136474	Silahis ng Kalusugan, Dr. Celedonio A. Salvador ES*	SPED-ES	
20	NCR	Manila	136475	Silahis ng Katarungan, Special School	SPED-ES	
21	NCR	Manila	136466	Silahis ng Kasaganaan, Fugoso ES SPED Center	SPED-ES	
22	NCR	Manila	305311	Manila HS	SPED-SS	
23	NCR	Manila	305306	Ramon Magsaysay HS	SPED-SS	
24	NCR	Manila	305318	Silahis ng Kalusugan-UP-PGH, Manuel Roxas HS	SPED-SS	Instead of Tondo HS without Sped classes
25	NCR	Marikina City	136676	Marikina Elementary School	SSES	
26	NCR	Marikina City	305405	Sta. Elena High School	STE	
27	NCR	Marikina City	136866	San Roque ES SPED Center	SPED-ES	
28	NCR	Marikina City	136671	Barangka ES SPED Center	SPED-ES	
29	NCR	Marikina City	136680	Concepcion ES SPED Center	SPED-ES	
30	NCR	Marikina City	305400	Marikina Heights NHS *	SPED-SS	No Sped classes
31	NCR	Marikina City	305399	Tañong HS *	SPED-SS	No Sped classes
32	NCR	Navotas	136859	Kapitbahayan ES SPED Center	SPED-ES	

\* - To be excluded (No Sped classes)

## CLUSTER 2

### FY 2014 NCR LIST OF RECIPIENT SCHOOLS

	REG	DIV	SCH ID	SCHOOL	PPA	REMARKS
1	NCR	Quezon City	136509	Project 6 Elementary School	SSES	
2	NCR	Quezon City	305358	Ramon Magsaysay High School (Cubao)	STE	
3	NCR	Quezon City	305329	Quezon City Science High School	RSHS	
4	NCR	Quezon City	305332	Bagong Silangan HS	SPED-SS	
5	NCR	Quezon City	305355	Carlos L. Albert HS	SPED-SS	
6	NCR	Quezon City	305347	Carlos P. Garcia HS	SPED-SS	
7	NCR	Quezon City	305331	Commonwealth HS	SPED-SS	
8	NCR	Quezon City	305353	Krus na Ligas HS	SPED-SS	
9	NCR	Quezon City	305336	Lagro HS	SPED-SS	
10	NCR	Quezon City	319506	National Orthopedic Hospital School for Crippled Children	SPED-SS	
11	NCR	Quezon City	305340	Novaliches HS	SPED-SS	
12	NCR	Quezon City	305350	Quirino HS	SPED-SS	
13	NCR	Quezon City	136534	Lagro ES SPED Center	SPED-ES	
14	NCR	Quezon City	136541	Commonwealth ES SPED Center	SPED-ES	
15	NCR	Quezon City	136560	Batino ES SPED Center	SPED-ES	
16	NCR	Quezon City	136579	Gen. Roxas ES SPED Center	SPED-ES	
17	NCR	Quezon City	136505	San Antonio ES SPED Center	SPED-ES	
18	NCR	Quezon City	136528	Rosa Susano ES SPED Center	SPED-ES	
19	NCR	Quezon City	136548	Payatas B ES SPED Center	SPED-ES	
20	NCR	Quezon City	136547	Melencio M. Castelo Elementary School	SPED-ES	
21	NCR	Quezon City	136542	Dona Juana ES SPED Center	SPED-ES	
22	NCR	Quezon City	136552	Bagumbayan ES SPED Center	SPED-ES	
23	NCR	Quezon City	136557	Cubao ES SPED Center	SPED-ES	
24	NCR	Parañaque City	136756	Paranaque ES SPED Center	SPED-ES	
25	NCR	Parañaque City	136753	Fourth Estate ES SPED Center	SPED-ES	
26	NCR	Parañaque City	136759	San Antonio Elementary School	SSES	
27	NCR	Parañaque City	305424	Paranaque National High School	STE	
28	NCR	Parañaque City	305428	Dr. Arcadio Santos NHS - Main	SPED-SS	
29	NCR	Parañaque City	305429	Masville NHS	SPED-SS	
30	NCR	Parañaque City	305424	Paranaque NHS Main	SPED-SS	
31	NCR	Parañaque City	305425	Paranaque NHS - La Huerta Annex	SPED-SS	
32	NCR	Parañaque City	320201	Paranaque Science HS	SPED-SS	
33	NCR	Parañaque City	320204	Sun Valley NHS	SPED-SS	
34	NCR	Taguig-Pateros	136876	Taguig Elementary School	SSES	
35	NCR	Taguig-Pateros	305459	Bagumbayan NHS	SPED-SS	
36	NCR	Taguig-Pateros	320602	Maria Asuncion Rodriguez Tiñga HS	SPED-SS	
37	NCR	Taguig-Pateros	320606	Pres. Diosdado Macapagal HS - Signal VNHS Annex	SPED-SS	
38	NCR	Taguig-Pateros	305463	Signal Village NHS	SPED-SS	
39	NCR	Taguig-Pateros	320601	Taguig Science HS	SPED-SS	
40	NCR	Taguig-Pateros	136885	Enlisted Men's Signal Village ES	SPED-ES	
41	NCR	Las Piñas City	136777	Las Pinas ES Central SPED Center	SPED-ES	
42	NCR	Las Piñas City	305430	Las Pinas High School	STE	
43	NCR	Las Piñas City	305431	CAA NHS	SPED-SS	Instead of Las Piñas NHS without Sped classes
44	NCR	Las Piñas City	305433	Las Pinas North NHS *	SPED-SS	No Sped classes
45	NCR	Malabon City	136830	Malabon ES SPED Center	SPED-ES	
46	NCR	Malabon City	305447	Malabon National High School	STE	
47	NCR	Malabon City	305447	Malabon NHS	SPED-SS	
48	NCR	Malabon City	305450	Panghulo NHS	SPED-SS	

\* -To be excluded (No Sped classes)

**CLUSTER 3**

**FY 2014 NCR LIST OF RECIPIENT SCHOOLS**

REG	DIV	SCH ID	SCHOOL	PFA	REMARKS	
1	NCR	Pasay City	305368	Pasay City West High School	STE	
2	NCR	Pasay City	136605	P. Villanueva ES (Pasay City Division SPED Center)	SPED-ES	
3	NCR	Pasay City	136596	Villamor Airbase ES SPED Center	SPED-ES	
4	NCR	Pasay City	223002	Philippine School for the Deaf	SPED-ES	
5	NCR	Pasay City	136600	P. Zamora ES SPED Center	SPED-ES	
6	NCR	Pasay City	305363	Pasay City North HS	SPED-SS	Instead of Pasay City East HS without Sped classes
7	NCR	Pasay City	223001	Philippine National School for the Blind (PNSB)	SPED-ES	
	NCR	Pasay City	319602	Philippine National School for the Blind (PNSB)	SPED-SS	
8	NCR	Caloocan City	136616	Bagong Silang ES SPED Center	SPED-ES	
9	NCR	Caloocan City	136617	Caloocan Central ES SPED Center	SPED-ES	
10	NCR	Caloocan City	136620	Cecilio Apostol ES SPED Cnter	SPED-ES	
11	NCR	Caloocan City	305381	Bagong Silang HS	SPED-SS	
12	NCR	Caloocan City	305382	Kalayaan NHS	SPED-SS	
13	NCR	Caloocan City	305388	Caloocan High School	SPED-SS	
	NCR	Caloocan City	305388	Caloocan High School	STE	
14	NCR	Mandaluyong City	136665	Dona Pilar C. Gonzaga Elementary School	SSES	
15	NCR	Mandaluyong City	305394	Mataas na Paaralang Neptali A. Gonzalez	STE	
16	NCR	Mandaluyong City	136659	Isaac Lopez Integrated School	SPED-ES	
17	NCR	Mandaluyong City	136666	E. Rodriguez ES SPED Center	SPED-ES	
	NCR	Mandaluyong City	319803	Eulogio Rodriguez Integ. Sch.	SPED-SS	
18	NCR	Mandaluyong City	319804	Jose Fabella Memorial School	SPED-SS	Instead of Mataas na Paaralang Neptali A. Gonzales
19	NCR	Makati City	136705	Francisco Benitez Elementary School-Main	SSES	
20	NCR	Makati City	320001	Pitogo National High School	STE	
21	NCR	Makati City	305411	Fort Bonifacio High School	SPS	
22	NCR	Makati City	136703	Gen. Pio del Pilar ES SPED Center	SPED-ES	
23	NCR	Makati City	136710	Nemesio Yabut ES SPED Center	SPED-ES	
24	NCR	Makati City	136695	Pembo ES Sinag ng Pag-asa SPED Center	SPED-ES	
25	NCR	Makati City	305411	Fort Bonifacio HS	SPED-SS	
26	NCR	Makati City	305409	Pio del Pilar NHS	SPED-SS	Intead of Fort Bonifacio-Tibagan High School Annex
27	NCR	Makati City	305406	Makati HS *	SPED-SS	No Sped classes
28	NCR	Makati City	305410	Makati West HS (Makati Science HS) *	SPED-SS	No Sped classes
29	NCR	Makati City	320001	Pitogo HS *	SPED-SS	No Sped classes
30	NCR	Makati City	305408	San Antonio NHS *	SPED-SS	No Sped classes
31	NCR	Valenzuela City	227002	Tañada Elementary School (Santiago A. de Guzman	SSES	
32	NCR	Valenzuela City	305441	Valenzuela National High School	STE	
33	NCR	Valenzuela City	136814	Gen. T. de Leon ES SPED Center	SPED-ES	
34	NCR	Valenzuela City	305445	Caruhatan NHS	SPED-SS	
35	NCR	Valenzuela City	305437	Dalandanan NHS	SPED-SS	
36	NCR	Valenzuela City	305443	Gen. T. de Leon NHS	SPED-SS	
37	NCR	Valenzuela City	305436	Polo NHS	SPED-SS	
38	NCR	Muntinlupa City	136904	Putatan Elementary School	SSES	
39	NCR	Muntinlupa City	305468	Muntinlupa National High School	STE	
40	NCR	Muntinlupa City	305470	Pedro E. Diaz High School	SPA	
41	NCR	Muntinlupa City	136908	Alabang ES SPED Center	SPED-ES	
42	NCR	Muntinlupa City	136903	Muntinlupa ES SPED Center	SPED-ES	
43	NCR	Muntinlupa City	136905	Soldiers' Hills ES SPED Center	SPED-ES	
44	NCR	Pasig City	305413	Rizal High School	STE	
45	NCR	Pasig City	320102	Nagpayong HS	SPED-SS	
46	NCR	Pasig City	305414	Sagad HS	SPED-SS	
47	NCR	Pasig City	305419	Santolan HS	SPED-SS	
48	NCR	Pasig City	136729	Bagong Ilog ES SPED Center	SPED-ES	
49	NCR	Pasig City	136741	De Castro ES SPED Center	SPED-ES	
50	NCR	Pasig City	136738	San Lorenzo Ruiz ES SPED Center	SPED-ES	
51	NCR	San Juan	136751	Pinaglabanan ES SPED Center	SPED-ES	

\* - To be excluded (No Sped classes)

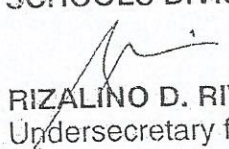


Republic of the Philippines  
**Department of Education**

---

MEMORANDUM

TO : ARMM REGIONAL SECRETARY  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

FROM :   
RIZALINO D. RIVERA  
Undersecretary for Regional Operations

SUBJECT : Orientation cum Training on Program Management  
Information System (PMIS)

DATE : 10 November 2014

In pursuit of improving internal efficiency particularly in managing, monitoring, and reporting of different programs, activities, and projects (PAPs), the DepEd Central Office through the Office of Planning Service (OPS), developed the Program Management Information System (PMIS). The PMIS, which is designed to improve the progress monitoring system of the Department, will provide quality, relevant, and timely data and information on the implementation of various PAPs at all levels that can be used for operational planning, program review, impact evaluation, and policy decisions. Moreover, it will enable relevant offices to do periodic tracking of physical and financial performance of PAPs.

Last 23-27 June 2014, an orientation was conducted nationwide for selected officials from the Region and Division Offices on program/projects initially covered by PMIS<sup>1</sup> with focus on functionalities of the system.

To ensure efficient and effective implementation of the system at the region, division and school levels, a more in-depth orientation cum training on PMIS will be conducted using a more comprehensive approach that will highlight not only on navigating the system functionalities but also on building the capacity of regions and divisions in reviewing, evaluating, and approving the submitted work and financial plan (WFPs) of recipient schools. Moreover, it will also enable participants to apply the knowledge gained through the official encoding and reporting of accomplishments in the system. **Attachment 1** shows the indicative schedule of the Orientation cum Training by region excluding travel time.

The expected participants to this activity together with their corresponding roles & functions and expected outputs are indicated in the summary table:

---

<sup>1</sup> Subsidy to Schools with Special Programs, DepEd Computerization Program, and new classroom constructions funded by BEFF and PAGCOR

PARTICULARS	DAY 1	DAY 2
Objective	To orient and train Division Planning Officers and Accountants on the functionalities of the PMIS	1. To orient and train school recipients on the functionalities of PMIS; and, 2. Enable participants to apply knowledge gained through the official encoding and reporting of accomplishments in the system
Expected Participants and their Specific Roles & Functions	<ol style="list-style-type: none"> <li>1. <b>Regional Finance Officer</b> – Record actual transaction of the release of Sub-Allotment Release Order (SARO) in the system</li> <li>2. <b>Division Planning Officers</b> – Participants</li> <li>3. <b>Division Accountants</b> – a) Participants; and, b) Confirm receipt of SARO in the system</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Regional Director</b> – Provide clear instructions/directions on the program and system implementation within the region</li> <li>2. <b>Schools Division Superintendents (SDSs)/ Division Program Coordinators</b> – a) Review and confirm revised WFPs prepared by the School Heads; and, b) Verify physical and financial accomplishments of recipient schools in the system</li> <li>3. <b>School Heads (SHs)</b> – a) Prepare revised WFPs approved by DO; and, b) Encode Accomplishment Reports as of 3rd Quarter to the system</li> </ol>
Expected Outputs	<ol style="list-style-type: none"> <li>1. Oriented and trained Division Planning Officers and Accountants on the functionalities of the system</li> <li>2. Regional Finance Officers recorded release of Sub-ARO in the system</li> <li>3. Division Accountants confirmed receipt of Sub-ARO in the system</li> </ol>	<ol style="list-style-type: none"> <li>1. Oriented and trained school heads on the functionalities of PMIS</li> <li>2. Progress reports of programs/projects implementation</li> <li>3. Approved Revised WFPs/Catch-up Plan</li> </ol>

Furthermore, Regional Planning Officers are expected to assist the PMIS Core Team of the Central Office in the conduct of the orientation with the SDSs/Division Program Coordinators and SHs while Regional ICT Coordinators are requested to provide assistance in matters related to connectivity (i.e., setting Wi-Fi connections, trouble shoot technical problems, among others) during the activity.

**1. Prior to the scheduled activity:**

- a. Regional Planning Officers are requested to thoroughly coordinate with the PMIS Core Team of the Central Office for the smooth conduct of the activity particularly for clear directions and context-based program flow. The indicative program of activities is shown in Attachment 2.
- b. The division is requested to: 1) Review the WFPs submitted to PPD-OPS. Based on general observation, most of the submitted WFPs do not comply with the required content and prescribed format. Please note that

only the WFP template generated from the PMIS should be used in preparing the WFP; and, 2) Gather the Revised WFPs/Catch-up Plans approved by the Division Office of the identified school recipients of PMIS-identified programs/projects for the remaining quarter.

**2. During the activity:**

a. Regional Planning Officers and Regional ICT Coordinators are requested to be present in the whole duration of the orientation (Days 1 and 2). Regional Finance Officers and Division Planning Officers and Accountants are expected to be at the training venue on Day 1 only, while the Regional Director, SDSs/Division Program Coordinators and SHs are expected to attend in Day 2.

b. The participants shall bring the following:

i. Laptop (Wi-Fi ready), extension cord, and dangle pocket WI-FI (if available) for internet connectivity; and,

ii. Documents/Materials

RESPONSIBLE PERSONNEL	REQUESTED DATA/DOCUMENTS
Regional Finance Officers	1. Records of the Sub-Allotment Release Orders (SAROs) for Special Programs (i.e., Regional Science High School, Special Science Elem. Schools, Special Education Program, Science, Tech. and Engineering, and Special Program for the Arts/Special Program for the Sports) released to recipient implementing units
Division Planning Officers	1. Soft copy of 2014 Approved WFPs/Catch-up Plan of recipient schools for Special Programs (i.e., Regional Science High School, Special Science Elem. Schools, Special Education Program, Science, Tech. and Engineering, and Special Program for the Arts/Special Program for the Sports) using the Excel-based template; and, 2. Hard copy of the 2014 Approved WFPs/Catch-up Plans of recipient schools duly signed by the SDS.
Division Accountants	1. Copy of SAROs for Special Programs (i.e. Regional Science High School, Special Science Elem. Schools, Special Education Program, Science, Tech. and Engineering, and Special Program for the Arts/Special Program for the Sports) released by the central/region's Finance Officers 2. Liquidation reports of school recipients relative to their approved WFPs/ revised WFPs (if any)
SDS/Division Program Coordinators	1. Hard copy of 2014 Revised WFPs/Catch-up Plan of their respective recipient schools using the Excel-based template.

School Heads	1. Accomplishment Reports as of 3rd Quarter; 2. Liquidation reports as basis of financial accomplishments; and, 3. Revised WFPs/Catch Up Plans
--------------	--

- c. Register on or before 8:30AM at the workshop venue on Day 1;
- d. Accommodation starts at 2:00 PM on Day 0 and first meal will be dinner of the same day. Last meal for Day 2 is until lunch only;
- e. Expenses for the board and lodging of all participants and other incidental expenses relative to the conduct of the orientation shall be charged to PMIS Fund of the Central Office and shall be downloaded to your respective regions. **Any amount in excess of the downloaded funds** shall be charged to local funds.
- f. Travelling expenses of all participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations;

For confirmation of participants, the Regional Planning Officers are requested to consolidate the list of participants using the form below and submit to Ms. Perseveranda Gonzales of Planning and Programming Division-Office of Planning Service (PPD-OPS) at email address: [perseveranda.gonzales@deped.gov.ph](mailto:perseveranda.gonzales@deped.gov.ph) or at telefax no. (02) 638-8634 on or before the scheduled date of activity.

Name of Participants	Region/ Division	Designation	Gender	Date of Arrival	Date of Departure	Please put a check as appropriate	
						Attended a PMIS Orientation	No PMIS Orientation

For a more context-based PMIS orientation, the Regional Offices may customize the program activities design and coordinate with PPD-OPS c/o Mr. Charlie Tayas or Ms. Ruby Ann Manalo at telephone. no (02) 633-7216 or telefax no. (02) 638-8634.

For your information and strict compliance.

Indicative Matrix of the Schedule and Venue of the Orientation  
cum Training Workshop of PMIS

Region	Schedule	Venue
Caraga	Nov. 13-14	Butuan
V	Nov. 24-25	Region V
VII	Nov. 26-28	Region VII
XI	Nov. 24-25	Region XI
VI	Nov. 26-28	Region VI
X	Dec. 1-2	Region X
IX	Dec. 4-5	Region IX
VIII	Dec. 1-2	Region VIII
XII	Dec. 4-5	Region XII
ARMM		
I	Dec. 8-10	Region I
CAR	Dec. 11-12	Baguio City
II	Dec. 8-9	Region II
III	Dec. 10-12	Pampanga
IV-A	Dec. 15-18	W/ in RO 4A
IV-B	Dec. 15	W/in MM
NCR	Dec. 16-19	W/in MM

15-18

**Orientation cum Workshop on  
Program Management Information System (PMIS)**

**DAY 1**

Participants	<ol style="list-style-type: none"> <li>1. Regional Finance Officer</li> <li>2. Division Planning Officers</li> <li>3. Division Accountants</li> </ol>
Orientation Objective	To orient and train the Region and Division Planning Officers, Finance Officers, and Accountant on the functionalities of the PMIS
Expected Outputs	<ol style="list-style-type: none"> <li>1. Oriented and trained Division Planning Officers and Accountant on the functionalities of the system</li> <li>2. Regional Finance Officers recorded release of Sub-ARO in the system</li> <li>3. Division Accountants confirmed receipt of Sub-ARO in the system</li> </ol>

**Indicative Program of Activities**

TIME	ACTIVITY
8:00 – 8:30	▪ Registration of Participants
8:30 – 9:00	▪ Opening Program (Prayer, National Anthem)
<b>Session 1: Introduction – Concepts and Principles of M&amp;E and Roles &amp; Functions of Personnel</b>	
9:00 – 10:15	<ul style="list-style-type: none"> <li>▪ Overview: Context and Rationale – <i>(by the Region)</i></li> <li>▪ Concepts and Principles of M&amp;E</li> <li>▪ Roles and Functions of Offices/Personnel in Progress Monitoring</li> </ul>
<b>Session 2: PMIS as a Tool for Progress Monitoring and Reporting</b>	
10:15 – 11:00	<ul style="list-style-type: none"> <li>▪ Getting Started in PMIS</li> <li>▪ Scope for 2014</li> <li>▪ Objectives and Benefits</li> <li>▪ Major Processes</li> <li>▪ Users and Types of Roles</li> <li>▪ Timelines for Accomplishment Reporting</li> <li>▪ Major Features of PMIS</li> </ul>
<b>Session 3: PMIS Demonstration by Segment – Special Curricular Programs</b>	
11:00 – 12:00	<ul style="list-style-type: none"> <li>▪ Discussion of online and offline encoding of WFP</li> <li>▪ Review and Confirmation of WFP Practice Set</li> </ul>
Lunch	
<b>Cont. of Session 3: PMIS Demonstration by Segment - Special Curricular Programs</b>	
1:00 – 2:00	<ul style="list-style-type: none"> <li>▪ Sub-Allotment of Budget</li> <li>▪ Confirmation of Sub-Allotment Receipt</li> </ul> <p><i>Output:</i></p> <ol style="list-style-type: none"> <li>a. Recorded Sub-ARO Release</li> <li>b. Confirmed receipt of Sub-ARO</li> </ol>
2:00 – 4:00	<ul style="list-style-type: none"> <li>▪ Online and Offline Reporting of Accomplishments</li> <li>▪ Report Generation</li> </ul> <p style="text-align: center;"><b>Practice Set</b></p>
<b>Session 4: PMIS Demonstration by Segment – Capital Outlay Programs</b>	
4:00 – 5:00	<ul style="list-style-type: none"> <li>▪ Updating Status and Milestones of Procurement</li> <li>▪ Implementation Stages for Capital Outlay Programs</li> <li>▪ Report Generation</li> </ul>

## DAY 2

<b>Participants</b>	<ol style="list-style-type: none"> <li>1. Regional Director</li> <li>2. SDS/Division Program Coordinators</li> <li>3. School Heads</li> </ol>
<b>Orientation Objective</b>	To orient and train school recipients on the functionalities of PMIS and enable participants to apply knowledge gained through the official encoding and reporting of accomplishments in the system
<b>Expected Outputs</b>	<ol style="list-style-type: none"> <li>1. Oriented and trained School Heads on the functionalities of PMIS</li> <li>2. Accomplishment Reports</li> <li>3. Revised WFPs approved by DO</li> </ol>

### Indicative Program of Activities

TIME	ACTIVITY
8:00 – 8:30	<ul style="list-style-type: none"> <li>▪ Registration of Participants</li> <li>▪ Opening Program</li> </ul>
8:30 – 9:00	
<b>Session 1: Introduction to PMIS</b>	
9:00 – 9:45	<ul style="list-style-type: none"> <li>▪ Objectives and Benefits</li> <li>▪ Scope for 2014</li> <li>▪ Major Processes</li> <li>▪ Users and Types of Roles</li> <li>▪ Timelines for Accomplishment Reporting</li> <li>▪ Features</li> </ul>
<b>Session 2: Rationale and Objective</b>	
9:45 – 10:00	<ul style="list-style-type: none"> <li>▪ DepEd Order no. 15, s. 2014</li> <li>▪ Status of Work and Financial Plan Submissions</li> </ul>
<b>Session 3: PMIS Demonstration</b>	
10:00 – 12:00	<ul style="list-style-type: none"> <li>▪ Online and Offline Encoding of WFPs</li> <li>▪ Online Confirmation of WFPs</li> </ul> <p style="text-align: center;"><b>Practice Set</b></p>
12:00 – 1:00	<p><i><b>Announcement:</b> Non-submitted WFPs (in PMIS Excel format) shall be submitted to PPD-OPS</i></p> <p style="text-align: center;"><b>Lunch</b></p>
1:00 – 1:30	<ul style="list-style-type: none"> <li>▪ Sub-ARO Release</li> <li>▪ Confirmation of Sub-ARO Receipt</li> </ul>
1:30 – 3:00	<ul style="list-style-type: none"> <li>▪ Online and Offline Reporting of Accomplishments</li> </ul> <p style="text-align: center;"><b>Practice Set</b></p>
<b>Workshop Proper</b>	
3:00 – 3:15	<ul style="list-style-type: none"> <li>▪ <b>Workshop Mechanics</b> <ol style="list-style-type: none"> <li>1. Accomplishment Reporting (Online)               <ul style="list-style-type: none"> <li>- 1<sup>st</sup> to 3<sup>rd</sup> Quarter Reporting of Schools</li> <li>- DO to confirm accomplishment per quarter</li> </ul> </li> <li>2. Uploading of Revised WFP Approved by DO</li> </ol> </li> </ul>
3:15 – 4:30	
4:30 – 5:00	<ul style="list-style-type: none"> <li>▪ <b>Next Steps/Agreements</b></li> </ul>