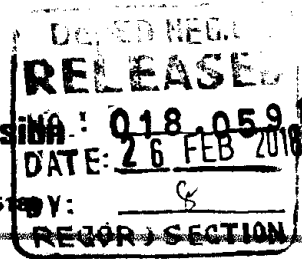




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the Schools Governance and Operations Division**  
 Capitol Area, Dumaguete City

[www.depednegor.net](http://www.depednegor.net) [negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph) (035) 225 6189



February 23, 2018

**TRAVEL ORDER**  
 NO. 247, s. 2018

**TO :** **RACHEL B. PICARDAL, Ed. D** **LYDIA D. CACAS**  
 Chief Education Supervisor – SGOD Budget Officer

**ERLINDA N. CALUMPANG, Ed. D.** **MIRIAM LOU T. BATIANCILA**  
 Chief Education Supervisor – CID Planning Officer III

**DAE P. HABALO**  
 SEPS Planning and Research

**OFFICE :** **Division of Negros Oriental**

**PURPOSE :** **To attend the Project Management Information System (PMIS) Re-Orientation Program**

**DATE OF TRAVEL :** **March 13-14, 2018**

**VENUE/PLACE :** **Plaza Maria Luisa Suites, Dumaguete City**

**ALLOWED/CHARGED TO:** *(Deped RO7 Local funds Funds/Division MOOE Funds subject to the usual accounting and auditing rules and regulations)*

- X** : Transportation and other Incidental Expenses (Division MOOE)
- X** : Accommodation, Food & Venue (Deped RO7 Local Funds)

**Note:** For the details of your travel, please see attached communication.

**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC-Office of the Asst. Regional Director  
 Concurrent, Schools Division Superintendent

STJ/rbp/mdr





REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM  
No. **0134** s. 2018

FEB 19 2018

**ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0065, s. 2018  
RE: PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS) RE-ORIENTATION  
WORKSHOP**

TO: Schools Division/City Superintendents  
All Others Concern

1. Items 1 and 3 of Regional Memorandum No. 0065, s. 2018 shall read as follows:

"...xxx xxx xxx 1. This Office will be conducting a re-orientation workshop on the Project Management Information System (PMIS) on March 13-14, 2018 at Plaza Maria Luisa Suites, Dumaguete City, Negros Oriental. Details of the said activity is attached in Annex A and shall form an integral part of this Memorandum. xxx xxx xxx..."

"...xxx xxx xxx 3. Check-in shall be 2:00 pm of March 12, 2018 (Monday) while first meal shall be lunch and Check-out shall be 12:00 pm of March 14, 2018 (Thursday) while last meal shall be dinner. Pre-registration is required in this activity. Kindly register via this link <https://goo.gl/353p5s> on or before February 14, 2018. xxx xxx xxx..."

2. All SDOs are required to send at least 4 participants as stated in the RM No. 0065, s. 2018. However, participants can be substituted in case one or more of them cannot attend using this order of preference:
- Senior Education Program Specialist – Planning and Research (SEPS P&R)
  - Education Program Supervisors from CID or SGOD
  - Other members of SGOD or CID
3. Other provision of Regional Memorandum No. 0065, s. 2018 shall remain in full force and effect.
4. Immediate dissemination and compliance is desired.

*Juliet A. Jeruta*  
JULIET A. JERUTA, Ph.D, CESO V  
Director III  
Officer-in-Charge

PPRD : JALMED/ncay

Office of the Director (ORDir), Tel Nos. (032) 231-1433, 231-1309, 414-7399, 414-7325, 255-4541 Field Technical Assistance Division (FTAD), Tel Nos. (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel Nos. (032) 414-7323 Quality Assurance Division (QAD) Tel Nos. (032) 231-1071 Human Resource Development Division (HRDD), Tel No. (032) 255-5239, 414-7065 Education Support Services Division (ESSD), Tel Nos. (032) 254-7002 Planning, Policy and Research Division (PPRD), Tel Nos. (032) 233-9030, 414-7065 Administrative Division, Tel. Nos. (032) 414-7236, 414-4367, 414-7366, 414-7322, 414-4367 Finance Division, Tel Nos. (032) 256-2375, 253-8061, 414-7321

**"BFA 2018: Karapatan ng Lahat, Pannangalan ng Lahat"**



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REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. 0085 s. 2018

February 13, 2018

PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS) RE-ORIENTATION  
WORKSHOP

TO: Schools Division/City Superintendents  
All Others Concern

1. This Office will be conducting a re-orientation workshop on the Project Management Information System (PMIS) on February 19-21, 2018 at Dumaguete City, Negros Oriental. Exact venue will be announced via an advisory. Details of the said activity is attached in Annex A and shall form an integral part of this Memorandum.
2. Participants to the said activity are as follows:
  - a. SDS/ASDS
  - b. CID Chief/SGOD Chief
  - c. Division Budget Officer
  - d. Division Planning Officer
  - e. PPRD Chief and (7) Seven PPRD Staff

All are requested to bring their **duly approved Work and Financial Plan (WFP) for FY 2018, laptop, extension cords and portable WIFI devices.**

3. Check-in shall be 2:00 pm of February 18, 2018 (Sunday) while first meal shall be lunch and Check-out shall be 12:00 pm of February 21, 2018 (Wednesday) while last meal shall be breakfast. Pre-registration is required in this activity. Kindly register via this link <https://goo.gl/353p5s> on or before February 14, 2018.
4. Accommodation, food and venue shall be chargeable against DepEd-Region VII local funds while transportation and other incidental expenses shall be chargeable against respective local funds subject to the usual accounting and auditing rules and regulation. DepEd Ecotech Center shall prepare for the accommodation, food and venue of the said activity.
5. Immediate dissemination and compliance is desired.

*Juliet A. Jeruta*  
JULIET A. JERUTA, Ph.D, CESO V  
Director III  
Officer-in-Charge

Page 1 of 1

Office of the Director (ORD): Tel. Nos. (032) 241-3433, 241-3499, 414-7969, 414-7325, 255-4941 Field Technical Assistance Division (FTAD): Tel. Nos. (032) 414-7324 Curriculum Learning Management Division (CLMD): Tel. Nos. (032) 414-7323 Quality Assurance Division (QAD): Tel. Nos. (032) 231-1071 Human Resource Development Division (HRDD): Tel. No. (032) 255-5159, 414-7965 Education Support Services Division (ESSD): Tel. Nos. (032) 234-7962 Planning, Policy and Research Division (PPRD): Tel. Nos. (032) 373-9070, 414-7965 Administrative Division: Tel. Nos. (032) 414-7236, 414-4367, 414-7366, 414-7371, 414-4677 Finance Division: Tel. Nos. (032) 234-2375, 255-8961, 414-7371

**\*BFA 2018: Karapatan ng Lahat, Pananagutan ng Lahat\***

# Annex A Activity Outline

<b>PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS) RE-ORIENTATION WORKSHOP</b>	
Source of Funds	Regional MOOE
Date of Activity	February 19-21, 2018
Functional Division	PPRD
PMIS WFP Status	Approved with activity code

## I. Objectives

- 1 To re-orient participants with the use and guidelines of the Project Management Information System (PMIS)
- 2 To upload duly approved Work and Financial Plans for FY 2018

## II. Legal Basis

- 1 Approved WFP duly submitted in the PMIS for the FY 2018
- 2 Budget Allocation is in compliance with DepEd Order No. 15, s. 2017 otherwise known as the "Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education."

## III. Matrix of Activities

### Day 0 – Sunday – February 18, 2018

Time	Activity	Locus of Control
12:00 NN to 1:00 PM	Lunch	
2:00 PM onwards	Arrival and Check-in	PPRD Staff
6:00 PM	Dinner	PPRD Staff

### Day 1 – Monday – February 19, 2018

Time	Activity	Locus of Control
6:00 AM to 9:00 AM	Registration and Breakfast	PPRD Staff
9:00 AM to 9:15 AM	Preliminaries	PPRD Staff
9:16 AM to 9:20 AM	Recognition of Participants	Mr. Rey Tan, EPS-PPRD
9:21 AM to 9:30 AM	Opening Message and Objectives	Dr. Maria Jesusa Despojo, Chief-PPRD
9:30 AM to 12:00 NN	Discussion 1: Background PMIS System	Invited Resource Person
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 5:00 PM	Workshop 1: Technical Assistance on the WFP for FY 2018	Invited Resource Person and Mr. Jess Marlowe Libre

## Day 2 – Tuesday – February 20, 2018

Time	Activity	Locus of Control
6:00 AM to 9:00 AM	Registration and Breakfast	PPRD Staff
9:00 AM to 9:15 AM	Preliminaries	PPRD Staff
9:16 AM to 12:00 NN	Workshop 2: Uploading	Invited Resource Person and Mr Jess Marlowe Libre
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 3:00 PM	Cont Workshop 2	Invited Resource Person and Mr Jess Marlowe Libre
3:01 PM to 4:00 PM	Next Steps	Dr. Maria Jesusa Despojo, Chief-PPRD
4:01 PM to 4:30 PM	Awarding of Certificates	Invited Resource Person and Dr. Maria Jesusa Despojo, Chief-PPRD
4:31 PM to 4:45 PM	Closing Remarks	Mr. Rey Tan, EPS-PPRD

## Day 3 – Wednesday – February 21, 2018

Time	Activity	Locus of Control
6:00 AM to 9:00 AM	Registration and Breakfast	PPRD Staff
9:00 AM – onwards	CHECK-OUT	PPRD Staff

## IV. Food, Accommodation and Venue Requirements

Item	Day 0 - CheckIn	Day 1	Day 2	Day 3 - Checkout
Food	70 pax (Dinner)	70 pax (Breakfast to Dinner)	70 pax (Breakfast to Dinner)	70 pax (Breakfast)
Venue	--	1 Plenary	1 Plenary	--
Accommodation	70 pax *10 Double-sharing rooms (SDS) *1 single room (Resource Person) *10 Quintuple-sharing rooms	70 pax *10 Double-sharing rooms (SDS) *1 single room (Resource Person) *10 Quintuple-sharing rooms	70 pax *10 Double-sharing rooms (SDS) *1 single room (Resource Person) *10 Quintuple-sharing rooms	--

NB: With provision for additional pax

## V. Budget

	Day 0	Day 1	Day 2	Day 3
With Accommodation, Food and Venue		Php 2000 x 70	Php 2000 x 70	--
		Php 140,000.00	Php 140,000.00	
With Accommodation and Food	Php 1200 x 70			
	Php 84,000.00			

With Food and Venue

With Food Only

Php 150 x 70

Php 10 500.00

GRAND TOTAL  
(EST)

**Php 374,500.00**