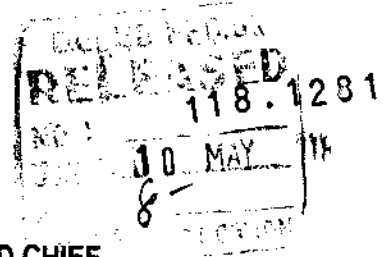




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

May 9, 2018



TRAVEL ORDER
 NO. 577, s. 2018

TO : **DR. RACHEL B. PICARDAL** - **SGOD CHIEF**
MRS. MIRIAM LOU BATIANCILA - **PLANNING OFFICER III**
MRS. JENNIFER PIDOS - **ACCOUNTANT III**
DR. RENANTE JUANILLO - **CID REP.**

OFFICE : Division of Negros Oriental

PURPOSE : To attend the **SYSTEM REVIEW AND POLICY CONSULTATION FOR THE PROGRAM MANAGEMENT INFORMATION SYSTEM**

DATE OF TRAVEL : May 17-18, 2018 (exclusive of travel time)



VENUE/PLACE : **TBA**

ALLOWED/CHARGED TO: **DIVISION MOOE** funds subject to the usual accounting and auditing rules and regulations

: Transportation and other incidental expenses

: Board and Lodging

For the Schools Division Superintendent:


ERLINDA N. CALUMPANG, Ed.D.
 Chief Education Supervisor, CID
 Office In-Charge 




Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

DM-PFO-2018-0597

MEMORANDUM

TO : Dir. Roger B. Masapol, PS
Dir. Armando C. Ruiz, FS
Dir. Joel S. Erestain, ProcMS
Dir. Abram Y. Abanil, ICTS
Regional Directors
Concerned Schools Division Superintendents

FROM : 
JESUS L.R. MATEO
Undersecretary, Planning and Field Operations

SUBJECT : System Review and Policy Consultation for the Program Management Information System

DATE : 03 May 2018

In support to the Department of Education's (DepEd) thrust to modernize education management and governance, we have rolled-out the enhanced Program Management Information System (PMIS) to the Central Office, Regional Offices, and Schools Division Offices last year. As a web-based information system, the PMIS was designed to improve the department's progress monitoring of the status of programs and projects implementation. It will also provide quality, relevant, and timely information that can be used for planning and budgeting, results monitoring and evaluation, and for policy decision making.

During its initial phase, several PMIS modules which include the Uploading and Confirmation of Work and Financial Plan (WFP), Requesting of Activity Request (AR) and Authority to Conduct (ATC), Quarterly Accomplishment Reporting, WFP Revision, and Generation of Project Procurement Management Plan (PPMP) and Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) were deployed to help the plan implementation and program monitoring and evaluation across all levels of governance. With all these developments, DepEd is continuously improving the system in preparation for the roll-out of the PMIS to schools on the 3rd Quarter of this year.

As part of the continuous development and improvement of the system, the DepEd PMIS Implementation Team, with the support of the Basic Education Sector Transformation (BEST) Program Unified Information System (UIS) Team, will be conducting a series of *System Review and Policy Consultation for the Program Management Information System*. Specifically, this activity aims to review the existing modules of the PMIS, validate the system usage and alignment of PMIS processes across level of governance and consult and review the provisions of the draft PMIS policy.

PPD/Alnojan

This activity will be conducted by cluster on *May 17-18, 2018 (for Cluster 1, within Cebu City), May 21-22, 2018 (for Cluster 2, within Metro Manila), and May 24-25, 2018 (for Cluster 3, within General Santos City)*. A separate advisory will be released for the specific venue of each cluster. Annex A of this memorandum outlines the objectives, expected outputs, and indicative design of this activity. Participants to this workshop include selected personnel from the Central Office, Regional Offices, and Schools Division Offices. The list of expected participants per cluster is attached as Annex B for ready reference.

To ensure smooth implementation of this activity, participants are requested to take note of the following reminders:

1. Please confirm your attendance by accomplishing this link <http://deped.in/PMISReview> or by sending the filled-up confirmation slip (Annex C) to ps.ppd@deped.gov.ph on or before the following deadlines for rooming purposes and other logistic arrangements.
 - a. Cluster 1- May 7, 2018
 - b. Cluster 2- May 11, 2018
 - c. Cluster 3- May 11, 2018
2. Bring laptop, extension cord, and pocket wifi and copies of their respective FY 2018 WFPs.
3. Accommodation of all participants will be shouldered by BEST Program while travelling expenses of participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations, and
4. Accommodation starts at 2:00 PM of the designated Day 0 and the first meal to be served is dinner. Check-out time is at 12:00 NN of the designated Day 3 and the last meal to be served is afternoon snacks.

For inquiries and clarification, please contact Mr. Luigie Lursh G. Almojano of Planning and Programming Division - Planning Service through telephone nos. (02) 633-7216 or 638-8634 or e-mail address at ps.ppd@deped.gov.ph copy furnished luigie.almojano@deped.gov.ph.

Looking forward to your usual support and participation.

Encl.: As stated

System Review and Policy Consultation for Program Management Information System

Cluster 1: May 17-18, within Cebu City

Cluster 2: May 21-22, within Metro Manila

Cluster 3: May 24-25, within General Santos City

Objectives:

1. Review the existing modules of the PMIS
2. Validation of system usage and alignment of PMIS processes across level of governance
3. Consult and review the provision of the draft PMIS policy

Expected Output:

1. Reviewed and validated PMIS modules
2. Integrated PMIS implementation plan across levels of governance
3. Vetted PMIS Policy

Day/Time	Activity	Reponsible Person
DAY 0		
2:00PM	Check-in at the hotel	BEST/PPD
DAY 1		
8:00-9:00AM	Registration	BEST/PPD
9:00-9:10AM	Opening Preliminaries	PPD
9:10-9:30AM	Opening Message	Dir. Roger Masapol, PS
9:30-10:30 AM	PMIS Primer	Mary Jane Feliciano, PPD
10:30-11:20 AM	Status of PMIS Usage	PMIS Implementation Team
11:20-11:40 AM	Open Forum	PMIS Implementation Team
11:40:12:00 NN	Workshop 1 Mechanics	PMIS Implementation Team
12:00-1:00 PM	Lunch Break	
1:00- 5:00 PM	Workshop 1 Proper: System Review and Alignment	Participants
DAY 2		
8:30-8:45 AM	Opening Preliminaries	
8:45-9:00 AM	Management of Learning	
9:00-11:00 AM	Continuation of Workshop 1	Participants
11:00- 11:30 AM	Sharing of Workshop 1 Outputs	Participants
11:30- 12:00 NN	Salient Features of PMIS Policy	PMIS Implementation Team
12:00-1:00 PM	Lunch Break	
1:00-1:15PM	Workshop 2 Mechanics	PMIS Implementation Team
1:15-3:00	Workshop 2 Proper: PMIS Policy Consultation	Participants
3:00-3:30	Sharing of Workshop 2 Outputs	Participants
3:30-4:00	Closing and Next Steps	Mary Jane Feliciano, PPD

System Review and Policy Consultation for Program Management Information System

Cluster 1: May 17-18, within Cebu City

List of Expected Participants

CLUSTER 1 List of Expected Participants	Number of Expected Participants
CENTRAL OFFICE	
Planning and Programming Division	6
Budget Division	2
Accounting Division	2
User Support Division	2
Procurement Management Service	2
REGIONAL OFFICES	
<i>PPRD Chief, Planning Officer, Budget Officer/Accountant, CLMD Chief (4)</i>	
Region VI	4
Region VII	4
<i>PPRD Chief, Planning Officer, Accountant, QAD Chief (4)</i>	
Region VIII	4
Region IX	4
SCHOOLS DIVISION OFFICES	
<i>SGOD Chief, Planning Officer, Budget Officer, Representative from CID (4)</i>	
SDO Bacolod City	4
SDO Cadiz City	4
SDO Cebu City	4
SDO Dapitan City	4
SDO Aklan	4
SDO Iloilo City	4
SDO Ormoc City	4
SDO Northern Samar	4
<i>SGOD Chief, Planning Officer, Accountant, Representative from CID (4)</i>	
SDO Negros Oriental	4
SDO Maasin City	4
SDO Samar	4
SDO Zamboanga Del Sur	4
SDO Dumaguete	4
SDO Bohol	4
SDO Pagadian City	4
SDO Zamboanga Del Norte	4

System Review and Policy Consultation for Program Management Information System

Cluster 2: May 21-22, within Metro Manila

List of Expected Participants

CLUSTER 2 List of Expected Participants	Number of Expected Participants
CENTRAL OFFICE	
Planning and Programming Division	6
Budget Division	2
Accounting Division	2
User Support Division	2
Procurement Management Service	2
REGIONAL OFFICES	
<i>PPRD Chief, Planning Officer, Budget Officer/Accountant, CLMD Chief (4)</i>	
Region I	4
Region III	4
Region IV-B	4
Region V	4
<i>PPRD Chief, Planning Officer, Accountant, QAD Chief (4)</i>	
Region II	4
CAR	4
NCR	4
Region IV-A	4
SCHOOLS DIVISION OFFICES	
<i>SGOD Chief, Planning Officer, Budget Officer, Representative from CID (4)</i>	
SDO Cabanatuan City	4
SDO Pampanga	4
SDO Quezon	4
SDO Albay	4
SDO Mountain Province	4
SDO Batanes	4
<i>SGOD Chief, Planning Officer, Accountant, Representative from CID (4)</i>	
SDO Tanauan City	4
SDO Catanduanes	4
SDO Baguio City	4
SDO Muntinlupa City	4
SDO Vigan City	4
SDO Palawan	4

System Review and Policy Consultation for Program Management Information System

Cluster 3: May 24-25, within General Santos City

List of Expected Participants

CLUSTER 3 List of Expected Participants	Number of Expected Participants
CENTRAL OFFICE	
Planning and Programming Division	6
Budget Division	2
Accounting Division	2
User Support Division	2
Procurement Management Service	2
REGIONAL OFFICES	
<i>PPRD Chief, Planning Officer, Budget Officer/Accountant, CLMD Chief (4)</i>	
Region XI	4
CARAGA Region	4
<i>PPRD Chief, Planning Officer, Accountant, QAD Chief (4)</i>	
Region X	4
Region XII	4
SCHOOLS DIVISION OFFICES	
<i>SGOD Chief, Planning Officer, Budget Officer, Representative from CID (4)</i>	
SDO Digos City	4
SDO Davao Occidental	4
SDO Tandag City	4
SDO Surigao Del Sur	4
SDO Cotabato City	4
SDO Sarangani	4
<i>SGOD Chief, Planning Officer, Accountant, Representative from CID (4)</i>	
SDO Davao City	4
SDO Compostella Valley	4
SDO General Santos City	4
SDO North Cotabato	4
SDO Bukidnon	4
SDO Camiguin	4

PARTICIPANT CONFIRMATION SLIP

System Review and Policy Consultation for Program Management Information System

Cluster 1: May 17-18, within Cebu City

Cluster 2: May 21-22, within Metro Manila

Cluster 3: May 24-25, within General Santos City

Full Name: _____

Nickname: _____

Birth date (Month/Day/Year): _____

Age: _____

Sex (Please check): M F

Contact number: _____

Email address: _____

Office and Position: _____

Emergency Contact (Name and Contact Details):

Schedule of Check-in (Date and Time): _____

Schedule of Check-out (Date and Time): _____

Please confirm your attendance by sending this confirmation slip to ps.ppd@deped.gov.ph on or before:

- a. Cluster 1- May 7, 2018
- b. Cluster 2- May 11, 2018
- c. Cluster 3- May 11, 2018