



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 1142, s. 2019

December 9, 2019

**UTILIZATION OF THE PROGRAM MANAGEMENT INFORMATION SYSTEM
FOR THE IMPLEMENTATION AND CONDUCT OF ACTIVITIES
IN FISCAL YEAR 2020**

To: **NEPTUNE L. TAMBILAWAN**
Budget Officer

BEVERLY S. DAUGDAUG
Chief CID

SOLLIE B. OLIVER
Chief SGOD

FRANCIS JUDE D. ALCOMENDRAS
Admin. Officer V

All Other Concerned

1. In reference to the Regional Memorandum No. 112 s. 2019 from Evelyn R. Fetalvero, CESO V, Assistant Regional Director, DepEd Region XI re: "Utilization of the Program Management Information System for the Implementation and Conduct of Activities in Fiscal Year 2020". Please facilitate the preparation of Work and Financial Plan per Office for FY 2020 based on the National Expenditure Program (NEP) 2020. Deadline of encoding is on December 15, 2019.
2. Work and Financial Plan will also be prepared for Program Support Funds that shall be downloaded to the Region or Division upon receipt of the SARO/Sub-ARO.
3. A signed copy of the generated WFP Summary from the system shall be submitted to the Policy, Planning and Research Division (PPRD) prior to the approval in the system.
4. In Addition, an Activity Request (AR) / Authority to Conduct (ATC) shall be prepared by the end-user prior to the implementation or conduct of programs, projects and activities in accordance to the guidelines set in DepEd Order 16, s. 2018.
5. For immediate dissemination and strict compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
48303
DATE: DEC 11 2019 TIME: 4:59
BY: fy

FOR AND IN THE ABSENCE OF:

CRISTY C. EPE, CESE
Schools Division Superintendent

BEVERLY S. DAUGDAUG, Ed.D.
CHIEF, CURRICULUM IMPLEMENTATION DIVISION

Encls: List Enclosures

References:

To be indicated in the Perpetual Index under the following subjects:
SGOD, Planning, PMIS

10 DECEMBER 2019

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 | (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
☎ (082) 553-8396 | (082) 553-8376 ✉ www.depedigoscity.org 📧 digos.city@deped.gov.ph



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
 Davao City



Address: F. Torres St., Davao City (8000)
 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
 Website: www.depedroxi.ph

November 28, 2019 Division of Offices
 RECORDS SECTION



RECEIVED 48303

DATE: NOV 29 2019

REGIONAL MEMORANDUM
 No. 112, s. 2019

**UTILIZATION OF THE PROGRAM MANAGEMENT
 INFORMATION SYSTEM FOR THE IMPLEMENTATION
 AND CONDUCT OF ACTIVITIES IN FISCAL YEAR 2020**

To: Schools Division Superintendents
 Chiefs of Functional Divisions

1. This is in relation to the utilization of the Program Management Information System (PMIS) for the conduct of activities in Fiscal Year 2020.
2. All operating units (Functional Divisions) in the Regional and School Division Offices shall have their Expenditure Matrix / Work and Financial Plan encoded in the PMIS for FY 2020 based on the National Expenditure Program (NEP) 2020. Deadline of Encoding is on December 15, 2019.
3. Work and Financial Plan will also be prepared for Program Support Funds that shall be downloaded to the Region or Division upon receipt of the SARO/Sub-ARO.
3. A signed copy of the generated WFP Summary from the system shall be submitted to the Policy, Planning and Research Division (PPRD) prior to the approval in the system. In this regard, the following shall be followed:

Particular/s	Instruction
Paper size	A3
Number of copies	Two (2) each for physical, obligation, disbursement
Signatories	Prepared by: Chief/Head of Division/Unit/Section and Planning Officer (for Physical)/ Budget/Finance Officer (for Obligation)/ Accounting Officer (Disbursement)
	Recommending Approval: Assistant Regional Director/ Assistant Schools Division Superintendent
	Approved by: Regional Director/ Schools Division Superintendent

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 2

Document Number : ROXI-114
 Version Number : 2.0
 Revision Number : 0
 Date of Effectivity : July 15, 2019



Certificate Number: AJA19-0237




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
 Davao City



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Email: region11@deped.gov.ph
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4. In addition, an Activity Request (AR) / Authority to Conduct (ATC) shall be prepared by the end-user prior to the implementation or conduct of programs, projects and activities in accordance to the guidelines set in DepEd Order 16, s. 2018.
5. Attached is a sample copy of WFP for your reference.
6. For immediate dissemination and strict compliance.


EVELYN R. FETALVERO, CESO V
 Assistant Regional Director,
 Officer-In-Charge
 Office of the Regional Director

Enclosed: As stated

To be indicated in the Perpetual Index
 under the following subjects:

BUDGET PLAN PMIS WFP

RCP6/ldc

DEPARTMENT OF EDUCATION ROXI
 RECORDS SECTION
RELEASED

By: _____
 Date: 11-29-19 Time: 12:58

1911-6430

Empowerment Adaptability Goal-oriented Leadership Excellence

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Document Number : ROXI-114
 Version Number : 2.0
 Revision Number : 0
 Date of Effectivity : July 15, 2019



Department of Education

Office Code : 8788
 Office Name : Policy, Planning and Research Division (Region X)
 Fiscal Year : 2020

FY 2020 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

Output Code (OO)	Program/Project	Output (AO)	Activity Code (AC)	Address	Performance Indicator (Activity & Output)	FY 2020 PHYSICAL TARGET																	
						Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total	Oct.					
OC-18-5788	Regional Plans Formulation	Annual Plans	AC-18-5788	Conduct of Workshops on WFP Plan Adjustment	No. of Plans Prepared	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GA88-001			GA88-001		Conducted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
			AC-18-5788	Conduct of Workshops for the Preparation of WFP/Resilience for the 1st Fiscal Year	No. of workshops conducted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
			GA88-002		Conducted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
OC-18-5788			AC-18-5788	Conduct of Workshop for the Preparation of Annual Plans of Schools Division Offices	No. of workshops conducted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GA88-002			GA88-002		Conducted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
			AC-18-5788	Budget Proposal	No. of Budget Proposals Proposed	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GA88-003			GA88-004	Cumulative Conference with Stakeholders	No. of Conferences Conducted	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OC-18-5788	Policy Review	Reviewed Plans and Policies	AC-18-5788		No. of IDAs and Memoranda identified	0	0	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
GA88-003			GA88-005	Quantity/Manpower/Conference of Planning Officers and SOCO personnel	No. of meetings/conferences conducted	0	0	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
OC-18-5788	Overhead	Administrative Cost	AC-18-5788	Honors of Speakers/Resource Person during	No. of resource persons hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GA88-004			GA88-003	Travel/Other Supplies Expenses (Local Travel by Air)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			AC-18-5788	Travel/Other Supplies Expenses (Local Travel by Air)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			GA88-007			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Prepared by: _____

Approved by: _____

Recommending Approval: _____

Approved by: _____

Name and Signature, Designation
 Assistant Regional Director/Assistant Schools Division Superintendent

Name and Signature, Designation
 Regional Director/Schools Division Superintendent

Name and Signature, Designation
 Chief PR/O Planning Officer

Name and Signature, Designation
 Regional Director/Schools Division Superintendent

Name and Signature, Designation
 Chief PR/O Planning Officer

Name and Signature, Designation
 Regional Director/Schools Division Superintendent

Department of Education

Office Code : 5783
 Office Name : Policy, Planning and Research Division (Region XI)
 Fiscal Year : 2020

FY 2020 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

Output Code (OC)	Program/Project	Output	Activity Code (AC)	Activities	Performance Indicator (Activity & Output)	FY 2020 OBLIGATION PROGRAM													
						Total Obligation	Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.			
OC-19-5783-	Research Plans Formulation	Annual Plans			No. of Plans Prepared														
GASS-001			AC-19-5783-001	Conduct of Workshops on WFP Plan Adjustment	No. of workshops conducted	144,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,000.00	0.00	
			AC-19-5783-002	Conduct of Workshop for the Preparation of WFPESB/ESB for the 11th Fiscal Year	No. of workshops conducted	173,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173,250.00	0.00
			AC-19-5783-003	Conduct of Workshop for the Preparation of Annual Plans of Schools Division Offices	No. of workshops conducted	220,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OC-18-5783-		Budget Proposal			No. of Budget Proposals Prepared														
GASS-002			AC-18-5783-004	Consultative Conference with Stakeholders	No. of Conferences Conducted	36,000.00	36,000.00	0.00	0.00	36,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OC-16-5783-	Policy Review	Reviewed Plans and Policies			No. of DOs and Memoranda Issued														
GASS-003			AC-16-5783-005	Quarterly Meeting/Conferences of Planning Officers and SCOD personnel	No. of meetings/conferences conducted	72,000.00	0.00	0.00	18,000.00	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OC-18-5783-	Overhead	Administrative Cost			No. of resource persons hired														
GASS-004			AC-18-5783-008	Honoraria of Speakers/Resources Person during Inauguration/Anniversary		42,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			AC-18-5783-007	Travel/Other Supplies Expenses (Local Travel by Air and by Land)		312,250.00	40,000.00	0.00	40,000.00	80,000.00	0.00	0.00	40,000.00	10,000.00	50,000.00	30,000.00	80,000.00	80,000.00	0.00
TOTAL						1,090,000.00	76,000.00	0.00	68,000.00	134,000.00	0.00	40,000.00	26,000.00	86,000.00	102,000.00	239,250.00			

Prepared by:

Recommending Approval:

Approved by:

Name and Signature, Designation
 Chief/Head of Division/Unit/Section
 Date

Name and Signature, Designation
 Chief Finance Division/Budget Officer
 Date

Name and Signature, Designation
 Assistant Regional Director/Assistant Schools Division Superintendent
 Date

Department of Education

Office Code : 6763
 Office Name : Policy, Planning and Research Division (Region X)
 Fiscal Year : 2020

FY 2020 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

Output Code (OC)	Programs/Project	Output	Activity Code (AC)	Activities	Performance Indicator (Activity & Output)	FY 2020 MONTHLY DISBURSEMENT PROGRAM											
						Total Disbursement	Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	
OC-18-5763-6A55-001	Regional Plans Formulation	Annual Plans	AC-18-5763-6A55-001	Conduct of Workshop on WFP Plan Adjustment	No. of Plans Prepared	144,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			AC-18-5763-6A55-002	Conduct of Workshop for the Preparation of WFP/ES/OS/OS/OS for the Next Fiscal Year	No. of workshops conducted	173,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173,250.00
			AC-18-5763-6A55-003	Conduct of Workshop for the Preparation of Annual Plans of Schools Division Offices	No. of workshops conducted	220,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OC-18-5763-6A55-002	Budget Proposal		AC-18-5763-6A55-002	Consultative Conference with Stakeholders	Planned No. of Conference Conducted	36,000.00	36,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OC-18-5763-6A55-003	Policy Review	Reviewed Plans and Policies	AC-18-5763-6A55-003	Quarterly Meeting/Conferences of Planning Officers and SOCO personnel	No. of QOCs and Quarterly/Conferences	72,000.00	0.00	0.00	18,000.00	18,000.00	0.00	0.00	0.00	0.00	0.00	18,000.00	0.00
OC-18-5763-6A55-004	Overhead	Administrative Cost	AC-18-5763-6A55-004	Honorary of Speaker/Resource Person during the Regional Conference	No. of resources persons hired	42,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			AC-18-5763-6A55-005	Travel/Other Supplies Expenses (Local Travel by Air and by Land)	No. of resources persons hired	312,250.00	40,000.00	0.00	40,000.00	80,000.00	0.00	40,000.00	30,000.00	70,000.00	10,000.00	80,000.00	0.00
TOTAL						1,000,000.00	76,000.00	0.00	58,000.00	134,000.00	0.00	40,000.00	102,000.00	142,000.00	28,000.00	233,250.00	0.00

Prepared by: _____
 Recommending Approval: _____

Approved by: _____

Name and Signature, Designation
 Chief/Head of Division/Unit/Section
 Date: _____

Name and Signature, Designation
 Assistant Regional Director/Assistant Schools Division Superintendent
 Date: _____

Name and Signature, Designation
 Regional Director/Schools Division Superintendent
 Date: _____