



DTS: 22-86184

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

June 13, 2022

DIVISION MEMORANDUM
No. 37, s. 2022

**CAPACITY BUILDING AND TRAINING ROLL-OUT ON PERFORMANCE
MANAGEMENT INFORMATION SYSTEM (PMIS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
PRME Personnel
Division Program Holders
All Other Concerned

- Pursuant to DepEd Order No. 11, s. 2021 otherwise known as the *Operationalization Guidelines on the use of Program Management System (PMIS)*, This Office, through the Planning, Research, and Monitoring & Evaluation (PRME), will conduct a **Capacity Building and Training Roll-Out on Performance Management Information System (PMIS) on June 16-18, 2022 at The House of Fabians, Burgos cor. Corregidor Street , Digos City** starting **8:00 AM to 5:00 PM**.
- The activity aims to: (a) orient users of the PMIS on DepEd Order No. 11, s. 2021 *Operationalization Guidelines on the use of Program Management Information System (PMIS)*; (b) *finalize workflow process in all functional divisions of the Schools Division Office.*
- Below is the list of personnel who are required to participate in the said activity:

Name	Position	Office
1. Sheila Lou dela Cerna	Statistician	Resource Speaker PPRD (ROXI)
2. Xavier S. Fuentes	SEPS - Research	PRME
3. Airon Alejandro	PO III	PRME
4. Eleser D. Mateo	SEPS - SMM&E	PRME
5. Cecile Uy	EPS II - SMM&E	PRME
6. Beverly S. Daugdaug	Chief ES	CID
7. Sollie B. Oliver	Chief ES	SGOD
8. Noryliza Misal	Accountant	OSDS
9. Neptune L. Tambilawan	Budget Officer	OSDS
10. Giselle Gonzales	Adas III - Budget	OSDS
11. Heidi B. Escalona	AO-II - Supply	OSDS
12. Francis Jude Alcomendras	AO-V - Admin	OSDS
13. Clarisse Joy L. Arnaez-Llaban	Legal Officer	OSDS
14. Stephen Pascual	Division ITO	OSDS
15. Ronald B. Dedace	SEPS-HRD	SGOD



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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16. Jayzon Cadines	PDO-II DRRM	SGOD
17. Maria Leonora P. Salazar	AO II-YFP	SGOD
18. Helen B. Franconas	Physical Facilities	SGOD
19. Peter-Jason C. Senarillos	SEPS-SMN	SGOD
20. Hazel Escabillas	Nurrse II - SBFP	HNU
21. Jasmine Asarak	Dentist II	HNU
22. Qumran M. Loyola	BAC Sec. Head	BAC Sec.
23. Cherry Rosette Oliva	EPS - Madrasah	CID
24. Elly Cataluña	EPS - IPED	CID
25. Mishel C. Cadungog	EPS-LRMDS	CID
26. Gemma Salanga	EPS - TVL	CID
27. Myleen Robiños	PDO II - LRMDS	CID
28. Elvie Timon	EPS II-ALS	CID
29. Patriotiso Peñas	EPS - Multigrade	CID
30. Adelyn P. Mayonila	Administrative Aide VI	CID

- The participants are advised to bring a laptop computer, extension wire, and internet modem for the workshop activities.
- Non-Teaching Personnel who will attend the activity on June 18, 2022 (Saturday) are entitled to a one (1) day Compensatory Overtime Credits (COC) in accordance with the Civil Service Commission (CSC) and DBM joint Circular #1, s. 2015
- Meals, travel, and other incidental expenses incurred in participating in this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
- For immediate dissemination and strict compliance.

For and in the absence of the
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 22-86184
 DATE: JUN 13 2022 TIME: 1:27pm
 BY:

BEVERLY S. DAUG-DAUG, EdD ²⁰²²⁻⁰⁶⁻¹³
 Chief ES, CID
 Officer-In-Charge

Encls: Indicative program of activities
 References: DO No. 11, s. 2021

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

edm: capacity building and training roll-out on performance management~
 8 June 2022



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Attachment 1

**Capacity Building and Training Roll-Out on
Performance Management Information System (PMIS)**

June 16-18, 2022

Venue: The House of Fabians, Burgos-Corregidor Sts., Digos City

Day 1 (June 16, 2022)

<i>Time</i>	<i>Activity</i>	<i>Persons Involved</i>
8:00 - 9:30 AM	Registration of Participants Preliminaries	PRME Personnel
	Acknowledgement of Participants	Airon M. Alejandro Planning Officer III, PRME
	Welcome Message	Basilio P. Mana-ay, Jr. Assistant Schools Division Superintendent
	Inspirational Message	Cristy C. Epe Schools Division Superintendent
	Rationale	Xavier S. Fuentes SEPS for Research OIC-Office of the PRME
	Presentation of QATAME	Cecile C. Uy EPS II-SMM&E QATAME Associate
OPERATIONALIZATION OF THE PROGRAM MANAGEMENT INFORMATION SYSTEM		
9:30-10:30 AM	<i>Session 1:</i> D.O. No. 11, s. 2021 Policy Cover Rationale/Scope/ Definition of Terms/ Policy Statement	Xavier S. Fuentes SEPS for Research
10:30 - 11:30 AM	<i>Session 2:</i> D.O. 11, s. 2021 PMIS Major Processes and Accountability per Level of Governance Monitoring and Evaluation References and Transitory Provision	Eleser D. Mateo SEPS for M&E
12:00 - 1:00 PM	Open Forum (Q&A)	PRME Personnel
12:00 - 1:00PM	Lunch Break	
PLAN AND BUDGET PREPARATION		
1:00 - 4:30 PM	<i>Session 3:</i> Basics in WFP Allocate Budget Expenditure Matrix APP-CSE Review and Updating of Status of WFP	Xavier S. Fuentes SEPS for Research
4:30 - 5:00 PM	Open Forum (Q&A)	PRME Personnel



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Day 2 (June 17, 2022)

Time	Activity	Persons Involved
8:00 - 8:30 AM	Management of Learning	Assigned Team
IMPLEMENTATION STAGE		
8:30 - 9:30 AM	Session 4: Enhanced AR / ATC Facility	Shella Lu M. Dela Cerna Statistician I PPRD
9:30 - 10:30 AM	Session 5: Enhanced Sub-ARO Facility	
PROGRESS MONITORING		
10:30 - 12:00 AM	Session 6: Physical Accomplishment Reporting	Shella Lu M. Dela Cerna Statistician I PPRD
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:00 PM	Session 7: Financial Accomplishment Reporting	Shella Lu M. Dela Cerna Statistician I PPRD
PLAN ADJUSTMENT		
1:00 - 4:30 pm	Session 8: Enhancement on Plan Adjustment Module Management of Plan Adjustment Facility within Regional and Division Planning Officer	Shella Lu M. Dela Cerna Statistician I PPRD
4:30 - 5:00 PM	Open Forum (Q&A)	PRME Personnel

Day 3 (June 18, 2022)

Time	Activity	Persons Involved
8:00 - 8:30 AM	Management of Learning	Assigned Team
IMPLEMENTATION STAGE		
8:30 - 11:30 AM	Session 4: Enhanced AR / ATC Facility	Shella Lu M. Dela Cerna Statistician I PPRD
9:30 - 10:30 AM	Session 5: Enhanced Sub-ARO Facility	
PROGRESS MONITORING		
10:30 - 11:30 AM	Session 9: New Facilities on Report Generation Generate Summary of Convergence Programs by Funding Year Generate Summary of Committed Outputs by Funding Year	Shella Lu M. Dela Cerna Statistician I PPRD
11:30 - 12:00 PM	Open Forum (Q&A)	PRME Personnel
12:00 - 1:00 PM	Lunch Break	
1:00 - 4:00 PM	Spill-Over Activities and Tutorial Sessions for Participants with Difficulties	Shella Lu M. Dela Cerna Statistician I PPRD
4:00 - 5:00 PM	Closing Program <ul style="list-style-type: none"> • Insights, Closing Remarks • Awarding of Certificates 	PRME Personnel Emcee

Danica Acedilla
 AO II
 Emcee



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