



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



7 December 2021

**Regional Memorandum**

**Regional Training of Trainers on Program Management  
Information System (PMIS)**

To **Schools Division Superintendents**  
**Division PMIS Focal Persons**  
**All others concerned**

1. With reference to DepEd Memorandum OUCOS-PS-2021-045, the DepEd Central Office through the Planning Service will be conducting a series of capacity building workshops for the primary users of Program Management Information System across levels of governance on the Guidelines on the Operationalization of the PMIS, per DepEd Order No. 11, s. 2021.
2. In preparation for the regional roll-out the regional office through the Policy, Planning and Research Division will conduct a Regional Training of Trainers on Program Management Information System on December 27, 28 & 29, 2021. The venue will be announced in a separate advisory.
3. The main objectives of this activity are the following:
  - 3.1 orient the users of the PMIS on DepEd order No. 11, s. 2021 "Operationalization Guidelines of Program Management Information System"
  - 3.2 strengthen the capacity of the division implementation team on the enhanced and new facilities of the PMIS
  - 3.3 place the enhanced facilities workflow processes in the functional divisions of the schools division offices
  - 3.4 train the PMIS division implementation team for the cascading of the PMIS and monitoring of system installation to SDOs
4. Participants to this activity are the nominated PMIS trainers from each division office. Attached is the **Annex A** for the list of participants.
5. To ensure the smooth flow of this activity, division offices should take note of the following instructions and reminders:
  - 5.1 Each SDO will be given only 2 slots for this training. All Division Planning Officers are enjoined to participate in this activity.



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**


**Trunkline:** 02-8682-5773/8684-4914/8647-7487

**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)

**Document Inquiry :** <https://r4a-teadoc.com/inquire>

**Facebook:** DepEd R-4A Calabarzon

- 5.2 SDOs shall identify the other participant to complete the given slots. Participants are expected to be the primary users of the PMIS, have attended previous trainings and workshops on PMIS (Phase I & II) and are well versed with the use of computer office applications, virtual meeting platforms and online information systems, with working knowledge on program management processes, and willing to be trained as part of the roll-out team for the cascading in all schools division offices in the region.
  - 5.3 Identified participants shall confirm their nomination as soon as possible by accomplishing the Online Nomination Form through this link **[bit.ly/R4a-PMIS-RTOT-NominationForm](https://bit.ly/R4a-PMIS-RTOT-NominationForm)** on or before December 14, 2021.
  - 5.4 Specific details for the nominees for the Regional Training of Trainers on PMIS will be issued in a separate advisory.
6. Since this activity is concerned with the PMIS, all participants are required to bring their computer/laptop, power extension cord, lined internet connection or portable WIFI device for back-up internet connectivity needed for synchronous and asynchronous learning sessions. Attached is the indicative program of activities (**Annex B**) for reference.
  7. Expenses relative to the conduct of this activity shall be charged against the Program Support Fund for PMIS (OSEC-4A-21-2593) while travelling expenses of the participants shall be charged against local funds subject to the usual accounting auditing rules and regulations.
  8. For inquiries and clarification, please contact Mr. Adrian A. Bullo of Policy, Planning and Research Division through email at [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph).
  9. Immediate dissemination and compliance to this memorandum is earnestly desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

pprd/ab

**Annex A – List of Participants per Level of Governance**

No.	Office	No. of Pax	Participants
1	Antipolo City	2	Division Planning Officers, Nominated Division PMIS Trainer
2	Bacoor City	2	
3	Batangas	2	
4	Batangas City	2	
5	Binan City	2	
6	Cabuyao City	2	
7	Calamba City	2	
8	Cavite	2	
9	Cavite City	2	
10	Dasmariñas City	2	
11	General Trias City	2	
12	Imus City	2	
13	Laguna	2	
14	Lipa City	2	
15	Lucena City	2	
16	Quezon	2	
17	Rizal	2	
18	San Pablo City	2	
19	San Pedro City	2	
20	Sta. Rosa City	2	
21	Tanauan City	2	
22	Tayabas City	2	
<b>Total</b>		<b>44</b>	

<b>Program Management Information System (PMIS) Implementation Team</b>			
<b>Level of Governance</b>	<b>Office/Functional Division</b>	<b>No. of Pax</b>	<b>Composition</b>
Central Office	Planning and Programming Division	3	PMIS National Implementation Team
Regional Office	Policy, Planning and Research Division	4	Program Management Team Planning Officer
	Finance Division	2	Budget Officer Accountant
	Quality Assurance Division	1	Progress Monitoring Officer
	Administrative Services Division	2	Supply Officer Procurement Officer
<b>Total</b>		<b>12</b>	

## Annex B – Indicative Program of Activities

<b>REGIONAL TRAINING OF TRAINERS ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)</b>	
December 27-29, 2021 , 9:00 - 4:30 PM	
<b>Time</b>	<b>Agenda</b>
<b>DAY 1</b>	
8:45	<b>REGISTRATION</b>
9:00	<b>PRELIMINARIES</b>
9:30	Presentation of Program Background: Overview, Objectives and Schedule of Activities
<b>SESSION 1: DepEd Order No. 11, s. 2021</b>	
10:00	<ul style="list-style-type: none"> <li>● Policy Cover</li> <li>● Rationale</li> <li>● Scope</li> <li>● Definition of Terms</li> <li>● Policy Statement</li> </ul>
11:30	● Open Forum (Q&A) Part I
12:00	<b>LUNCH BREAK</b>
<b>SESSION 2: DepEd Order No. 11, s. 2021</b>	
1:00	<ul style="list-style-type: none"> <li>● PMIS Major Processes and Accountability per Level of Governance</li> <li>● Monitoring &amp; Evaluation</li> <li>● References and Transitory Provision</li> </ul>
	Synthesis and Reflection
3:40	● Open Forum (Q&A) Part II
4:00	Day 1 Program Evaluation and Reminders and Announcements for Day 2
4:30	End of Day 1
<b>DAY 2</b>	
8:45	<b>REGISTRATION</b>
9:00	<b>PRELIMINARIES AND MANAGEMENT OF LEARNING</b>
<b>PLAN AND BUDGET PREPARATION</b>	
9:30	<ol style="list-style-type: none"> <li>1. Basics of WFP</li> <li>2. Budget Allocation</li> <li>3. Expenditure Matrix</li> </ol>
11:40	Open Forum (Q&A) Part I
12:00	<b>LUNCH BREAK</b>
	<ol style="list-style-type: none"> <li>4. APP-CSE</li> <li>5. PPMP</li> <li>6. Review and Updating of Status of WFP</li> </ol>
3:40	Open Forum (Q&A) Part II
4:00	Day 2 Program Evaluation and Reminders and Announcements for Day 3
4:30	End of Day 2
<b>DAY 3</b>	
8:45	<b>REGISTRATION</b>
9:00	<b>PRELIMINARIES AND MANAGEMENT OF LEARNING</b>
<b>IMPLEMENTATION STAGE</b>	
9:30	<ol style="list-style-type: none"> <li>1. Authority Request and Authority to Conduct</li> <li>2. Sub-ARO</li> </ol>
<b>PROGRESS MONITORING</b>	
	<ol style="list-style-type: none"> <li>1. Physical Accomplishment Reporting</li> <li>2. Financial Accomplishment Reporting</li> </ol>
11:40	Open Forum (Q&A)
12:00	<b>LUNCH BREAK</b>
1:00	3. Basic Inputs
<b>PLAN ADJUSTMENT</b>	
	<ol style="list-style-type: none"> <li>1. Adjustment of WFP</li> </ol>
3:40	Open Forum (Q&A)
4:00	End of Program Evaluation
4:30	<b>CLOSING PROGRAM</b>
5:00	<b>ADJOURNMENT</b>