



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

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March 14, 2023

REGION MEMORANDUM  
PPRD-2023-025

**CONDUCT OF ONLINE FGD ON THE RESEARCH ON INSTITUTIONALIZATION  
OF PMIS IN DEPED SOCCSKSARGEN**

To: Schools Division Superintendents  
Regional Functional Division Chiefs

1. This has reference to Region Memorandum PPRD-2023-07, s. 2023 re “*Conduct of Online Survey Questionnaire for the Division and Regional Program Holders in the Institutionalization of PMIS in DepEd SOCCSKSARGEN*,” issued on January 7, 2023.
2. After the quantitative data analysis based on the results of the online survey, the next phase of this research undertaking is the “**Conduct of Online FGD on the Research Regarding Institutionalization of PMIS in DepEd SOCCSKSARGEN.**”
3. Generally, this Online Focus Group Discussion (FGD) aims to realize the research objective on “finding out the internal and external factors encountered by the program holders in the full operationalization of Performance Management Information System (PMIS).”
4. Specifically, it aims to realize the following:
  - 4.1 Identify internal and external factors that affect program holders to highly utilize PMIS in terms of: crafting of Work Financial Plan (WFP), WFP encoding and uploading, and AR generation.
  - 4.2 Determine the internal and external factors that affect program holders to moderately utilize PMIS in terms of: Authority to Conduct (ATC) generation, encoding of accomplishment, verification of accomplishment encoded with SMME, and generation of quarterly accomplishment report from PMIS.
5. In line with this, the research proponent would like to invite ten identified program holders/PMIS in-charge from SDOs and RO to be participants of the Online focus group discussion (FGD), which will be conducted on March 22, 2023 from 10:00 am to 12:00 pm via Google Meet, through this link: [meet.google.com/hmh-idaf-ami](https://meet.google.com/hmh-idaf-ami). Participants are directed to be in the loop five minutes before the FGD starts.
6. See the following enclosures for your reference:  
Enclosure 1: List of FGD Participants  
Enclosure 2: FGD Protocol



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7. Concerned SEPS for Planning and Research are requested to facilitate the full involvement of the concerned participants in this research activity and provide necessary technical support to ensure their active involvement.
8. For further inquiries, please contact Dr. Glenn A. Bisnar – PPRD Chief or Shirley G. Saur – EPS through their email addresses at [glenn.bisnar@deped.gov.ph](mailto:glenn.bisnar@deped.gov.ph) / [lovelyz.ramos@deped.gov.ph](mailto:lovelyz.ramos@deped.gov.ph).
9. For information and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

*Enclosures: As stated*

*Reference: Region Memorandum PPRD-20223-07, s. 2023*

*Allotment: None*

*To be indicated in the Perpetual Index under the following Subjects:*

DATA

RESEARCH

GAB/PPRD/RM – CONDUCT OF ONLINE FGD ON THE RESEARCH REGARDING INSTITUTIONALIZATION OF PMIS IN  
DEPED SOCCSKSARGEN/025/March 14, 2023



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*Enclosure 1 to Region Memorandum PPRD-2023-025*

**List of FGD Participants**

**A. School Division Office**

No.	Name of Participants	Division
1	Sulpicio Lanada	Sultan Kudarat
2	Rolex Lotilla	Koronadal City
3	Bualan Abid	Sarangani
4	Mark Jefferson Montano	South Cotabato
5	Jannah Langco	Cotabato

**B. Regional Office**

No.	Name of Participants	Regional Functional Division
1	Vivelyn Bernales	Office of Assistance Regional Director (OARD)
2	Louella Jabido	Quality Assurance Division (QAD)
3	Jay-ar Lipura	Curriculum Learning Management Division (CLMD)
4	Cristine Aguillon	Field Technical Assistance Division (FTAD)
5	Ma. Amor Fe Lasalita	Education Support Services Division (ESSD)



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*Enclosure 2 to Region Memorandum PPRD-2023-025*

**FGD Protocol**

**Part I. Basic Information**

**Time:** 2 hours (10:00 am 12:00 pm)

**Date:** March 22, 2023

**Participants:** Selected 5 SDO and 5 RO PMIS In-charge/Program Holders

**FGD Facilitator:** Lovely Z. Ramos

**Quality Assurance:** Dr. Glenn A. Bisnar, CES

**Documenters:**

1. Ulysses S. Laruya
2. Blessy Joie P. Barnuevo

**Host:** Shirley G. Saur

**Technical Support:** Reynaldo S. Gallardo & Osop A. Pangilamun

**Part II. FGD Parts**

- A. Pre-FGD Preliminaries (10 minutes)
- B. FGD Proper (1 hour & 40 minutes)
- C. Closing Remarks (10 minutes)

**Part III. FGD Guide Questions**

1. What do you consider as internal and external factors that affect program holders/in-charge to highly utilize PMIS in terms of:
  - 1.1 Crafting of WFP;
  - 1.2 WFP encoding and uploading; and
  - 1.3 Activity Request generation?
2. What are the internal and external factors that affect program holders/in-charge to moderately utilize PMIS in terms of:
  - 2.1 ATC generation;
  - 2.2 Encoding of accomplishment;
  - 2.3 Verification of accomplishment encoded with SMME; and
  - 2.4 Generation of quarterly accomplishment report from PMIS.
3. What innovative strategies in terms of provision of technical assistance can you suggest to fully equip all the program holders/PMIS in-charge with necessary competence for the full institutionalization of the PMIS in our region?



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