



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

December 11, 2023

REGION MEMORANDUM
PPRD-2023-082

**VENUE AND ADDITIONAL INFORMATION ON REFRESHER WORKSHOP
ON PERFORMANCE MANAGEMENT INFORMATION SYSTEM (PMIS)
FOR DIVISION AND REGIONAL OFFICE PERSONNEL**

To: Schools Division Superintendents
Regional Functional Division Chiefs

1. This has reference to DepEd Order No. 11, s. 2021 titled, "Guidelines on the Operationalization of Program Management Information System" and Region Memorandum PPRD-2023-081 re: Refresher Workshop on Performance Management Information System (PMIS) on December 13 – 15, 2023
2. Identified participants of the aforementioned activity are hereby informed that the venue shall be at **Microtel by Wyndham, General Santos City**.
3. To effectively conduct the Status Review of Programs, Plans, and Activities, download the templates thru <https://bit.ly/2023-PMIS-Template>. The Schools Division Offices shall also prepare for the Status Review utilizing the prescribed template.
4. Meals and accommodation, and honorarium shall be charged to PMIS Program Support Fund subject to usual accounting rules and auditing procedures. Travel and incidental expenses shall be charged to local funds. First meal is breakfast on December 13, 2023 and last meal is dinner on December 15, 2023.
5. See Enclosure No. 1: Indicative Schedule of Activities and Enclosure No 2: Final List of Participants.
6. For queries and information, contact Dr. Glenn A. Bisnar, Chief through glenn.bisnar@deped.gov.ph or Lovely Z. Ramos, AO II through lovelyz.ramos@deped.gov.ph.
7. For the guidance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: DepEd Order No. 11, s. 2021 & RM-PPRD-2023-081

Allotment: 2023 PMIS Program Support Fund

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

PLANNING PROGRAMS

GAB/PPRD/RM – REFRESHER WORKSHOP ON PERFORMANCE MANAGEMENT INFORMATION SYSTEM (PMIS) FOR DIVISION AND REGIONAL OFFICE PERSONNEL/083/December 11, 2023



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Enclosure 1 to Region Memorandum PPRD-2023-082

INDICATIVE SCHEDULE OF ACTIVITIES

**Refresher Workshop on Performance Management Information System
 (PMIS) for Division and Regional Office Personnel
 December 13-15, 2023
 Microtel by Wyndham, General Santos City**

TIME	ACTIVITY	PERSON IN-CHARGE
Day 1: December 13, 2023		
7:30 – 8:30 AM	Arrival	
8:30 – 9:00 AM	Preliminaries and Attendance Checking	
9:00 – 9:15 AM	Welcome Message	Kathrine H. Lotilla OIC – Office of the Asst. Regional Director
9:15 – 9:30 AM	Message	Carlito D. Rocafort Director IV
9:30 – 9:45 AM	Statement of Purpose	Dr. Glenn A. Bisnar Chief, PPRD
9:45 AM – 12:00 NN	Status of Plans, Programs, and Activities per Functional Division/Unit <ul style="list-style-type: none"> • PPRD • Admin • CLMD • ESSD • Finance • FTAD • HRDD • ICT Unit • Legal Unit • QAD • PAU • SDOs 	Top Management DepEd RO XII PPRD Personnel Time Allotted: 10 minutes for Presentation 5 minutes for interpellation
LUNCH		
1:00 – 4:45 PM	<ul style="list-style-type: none"> ❖ PMIS Overview and Objectives (PMIS Basics, Issuances, updates, Features, Functionalities, Key Players and Roles and Responsibilities) ❖ Accessing the PMIS ❖ Preparation of Expenditure Matrix 	DepEd Co Personnel Mr. Marlon Custodio Mr. Ramil D. Chua Mr. Deryll Santos Mr. Marc Adrian F. Agianan Mr. Jenet Nadura Ms. Michelle Ann Maico



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

	(Offline and Online Encoding), Finalization, Review and Approval of Expenditure Matrix ❖ Preparation of Other Operational Plans (PPMP, APP CSE)	
4:45 – 5:00 PM	Ways Forward and Agreements	PPRD Personnel
DINNER		
Day 2: December 14, 2023		
BREAKFAST		
8:00 – 8:15 AM	Preliminaries	PPRD Personnel
8:15 – 9:30 AM	❖ Preparation of Other Operational Plans - PPMP - APP - CSE	Mr. Ramil D. Chua DepEd Central Office
9:30 – 12:00 NN	❖ Catch-up Planning and WFP Adjustment	Mr. Elmer Baruno DepEd Central Office
LUNCH		
1:00 – 4:30 PM	Workshop Proper in the Uploading and Adjustment of CY 2024 Work and Financial Plan	ALL RFDs
4:30 – 5:00 PM	Ways Forward and Agreements	PPRD Personnel
DINNER		
Day 3: December 15, 2023		
BREAKFAST		
8:00 – 8:15 AM	Preliminaries	PPRD Personnel
8:15 – 10:00 AM	Presentation of CY 2024 WFP per RFD/Unit • PPRD • Admin • CLMD • ESSD	Program Holders/PMIS in- charge
SNACKS		
10:00 – 12:00 NN	Continuation of Presentation of CY 2024 WFP per RFD/Unit • Finance • FTAD • HRDD	Program Holders/PMIS in- charge
LUNCH		
1:00 – 2:00 PM	Continuation of Presentation of CY	Program Holders/PMIS in-



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

	2024 WFP per RFD/Unit <ul style="list-style-type: none">• Legal Unit• QAD• PAU	charge
2:30 – 4:30 PM	Ways Forward and Agreements	PPRD Personnel
4:30 – 5:00 PM	Closing Program	PPRD Personnel



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Enclosure 2 to Region Memorandum PPRD-2023-082

UPDATED LIST OF PARTICIPANTS

SCHOOLS DIVISION OFFICE		
	Planning Officer and Support Staff	SMME
Cotabato Province	2	1
General Santos City	1	1
Kidapawan	1	1
Koronadal	1	1
Sarangani	1	1
Sultan Kudarat	2	1
South Cotabato	2	1
Tacurong	1	1
Total		19

REGIONAL OFFICE		
	Chief/ Unit Heads	PMIS in-charge/ Program Holders/ Support Staff
Policy, Planning, and Research Division	1	4
Human Resource Development Division	1	2
Quality Assurance Division	1	2
Curriculum and Learning Management Division	1	11
Education Support Services Division	1	4
Finance Division	2	2
Field and Technical Assistance Division	1	2
ORD – ICT	1	1
ORD - Legal	1	1
ORD – PAU	1	1
OARD	1	2
Admin Division	4	1
Total		49