



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

April 11, 2024

REGION MEMORANDUM
PPRD-2024-025

ADDITIONAL INFORMATION IN THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

To: Schools Division Superintendents

1. This has reference to **DepEd Order 11, s. 2021** titled, "Guidelines on the Operationalization of the Program Management Information System".
2. Regional Office Program Holders shall prompt their SDO counterparts on the preparation of the Work and Financial Plan (WFP). No Program Support Funds shall be downloaded and used when WFP is not verified by the Policy, Planning, and Research Division (PPRD) for SDOs, and Central Office in the case of the Regional Office.
3. In addition to Region Memorandum PPRD-2024-022, a copy of Catch-up Plan shall also be submitted to SMME in the case of SDOs and QAD in-charge in the case of Regional Office for the monitoring of accomplishments of the WFP.
4. To set the responsible persons in each step in the PMIS, see attached *Enclosure 1: Actions in the PMIS with Indicated Responsible Persons*.
5. For further inquiries, contact Dr. Glenn A. Bisnar, Chief through glenn.bisnar@deped.gov.ph or Raffy G. Herrera through raffy.herrera001@deped.gov.ph.
6. For information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: None

References: DepEd Memorandum dated March 22, 2024

Allotment: None

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

PLANNING PROGRAM

GAB/PPRD/RM/ADDITIONAL INFORMATION IN THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)/025/April 11, 2024



Address: Prime Regional Center, Brgy. Carpenter Hill, City of Koronadal
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Enclosure to Region Memorandum PPRD-2024-025

ACTIONS IN THE PMIS WITH INDICATED RESPONSIBLE PERSONS

ACTION	RESPONSIBLE PERSON PER LEVEL OF GOVERNANCE	
	SDO	REGIONAL OFFICE
Release of GAA or National Budget Circular or SARO as basis of Allocation		Budget Officer III (if funds are downloaded to SDOs from the Regional Office, RO shall release the Sub-ARO)
Encoding of Allocation in the PMIS	Budget Officer III	Budget Officer III
Preparation of Offline WFP	Program Holders	Program Holders
Review of Offline WFP	Planning Officer III Budget Officer III BAC Secretariat Head	Planning Officer III Budget Officer III BAC Secretariat Head
Approval of Offline WFP	SDS	Regional Director
Encoding of WFP in the PMIS	Program Holders	Program Holders
Review of WFP in the PMIS	Planning Officer III	Planning Officer III
Verification of WFP in the PMIS	RO Planning Officer III	Central Office
Encoding of Accomplishments in the PMIS	Program Holders	Program Holders
Verification of Accomplishments in the PMIS	SMME	QAD in-charge
Encoding of Plan Adjustment in the PMIS (if necessary)	Program Holders	Program Holders
Preparation of Catch-up Plan for Submission (if necessary)	Program Holders	Program Holders
Review of Plan Adjustment in the PMIS (if necessary)	Planning Officer III	Planning Officer III
Submission of Catch-up Plan	Program Holders	Program Holders
Receiving of Catch-up Plan	Planning Officer III	Planning Officer III
Monitoring of WFP and Catch-up Plan vs Accomplishments	SMME	QAD in-charge

Note: Plan adjustment in the PMIS in terms of preparation, review, and submission of catch-up plan is not necessary when targeted activities and deliverables are performed within the timeline. If activities are moved to the succeeding quarter, plan adjustment and catch-up plan shall be complied with by concerned PPA holder.



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