



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

June 5, 2024

REGION MEMORANDUM
PPRD-2024-033

**CONDUCT OF ONLINE FGD ON THE RESEARCH ON PMIS
INSTITUTIONALIZATION FOR IMPLEMENTING UNITS
(IUS) OF SOCCSKSARGEN REGION**

To: Schools Division Superintendents

1. This has reference to Region Memorandum PPRD-2024-007 “*Conduct of Online Survey Questionnaire for the IU’s Planning Team in Preparation for the Institutionalization of PMIS at the School Level,*” issued on January 12, 2024.
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 FGD to finalize the research undertaking titled, “***A Proposed Needs-Based Training Program on PMIS Institutionalization for Implementing Units (IUs) of SOCCSKSRAGEN Region.***”
3. Generally, this Online Focus Group Discussion (FGD) aims to realize the research objective on “finding out the internal and external factors affecting the full operationalization of Performance Management Information System (PMIS) at the school level.”
4. Specifically, it aims to realize the following:
 - 4.1 Identify internal and external factors that would 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 would affect program holders to 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 eight (8) identified secondary school heads of Implementing Units (IUs) to be participants of the Online focus group discussion (FGD), which will be conducted on **June 11, 2024** from 10:00 am to 12:00 pm via Google Meet, through this link: **meet.google.com/vaj-xmkq-uya**. Participants are directed to be in the loop five minutes before the FGD starts.
6. See the following attached enclosures for your reference:
Enclosure 1: List of FGD Participants
Enclosure 2: FGD Protocol
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.



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8. For further inquiries, please contact Dr. Glenn A. Bisnar – PPRD Chief through email at glenn.bisnar@deped.gov.ph or 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-2024-07, s. 2024

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 PMIS INSTITUTIONALIZATION FOR IMPLEMENTING UNITS (IUS) OF SOCCSKSARGEN REGION/033/June 5, 2024



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Enclosure 1 to Region Memorandum PPRD-2024-033

LIST OF FGD PARTICIPANTS

School Division Offices (SDOs)	Select Secondary School Implementing Units (IUs)	School Principal
Cotabato	Dilangalen National High School	Dr. Ermie E. Rabara
Kidapawan City	Kidapawan City National High School	Dr. Rosalinda T. Lonzaga
Koronadal City	Koronadal National Comprehensive High School	Dr. Valentine C. Dignadice, Jr.
General Santos City	General Santos City National High School	Dr. Shiela G. Balbon
Sarangani	Glan School of Arts & Trades	Dr. Josie Teofila N. Quijano
South Cotabato	Tupi National High School	Benigno M. Toribio
Sultan Kudarat	Pres. Quirino National High School	Aristoteles S. Costales, Jr.
Tacurong City	Tacurong National High School	Freddie Delantar



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Enclosure 2 to Region Memorandum PPRD-2024-033

FGD PROTOCOL

Part I. Basic Information

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

Date: June 11, 2024

Participants: Selected School Heads of Secondary School IUs

FGD Facilitator: Lovely Z. Ramos

Quality Assurance: Dr. Glenn A. Bisnar, CES

Documenters:

1. Raffy G. Herrera
2. Ulysses S. Laruya

Host: Lovely Z. Ramos

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 would affect program holders/in-charge to highly utilize PMIS in terms of:
 - 1.1 Crafting of Work Financial Plan (WFP);
 - 1.2 WFP encoding and uploading; and
 - 1.3 Activity Request generation?
2. What are the internal and external factors that would affect program holders/in-charge to utilize PMIS in terms of:
 - 2.1 Authority to Conduct (ATC) generation;
 - 2.2 Encoding of accomplishment;
 - 2.3 Verification of accomplishment encoded with Progress Monitoring In-charge; 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 your respective schools?