



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

June 7, 2024

REGION MEMORANDUM
PPRD-2024-036

**CONDUCT OF CAPABILITY BUILDING ACTIVITY ON OPERATIONALIZATION
OF PMIS FOR THE SCALE-UP IMPLEMENTATION AT SCHOOL-LEVEL**

To: Schools Division Superintendents

1. This has reference to DepEd CO Unnumbered Memorandum OUA-OUT dated March 14, 2024 titled, "Guidelines for the Conduct of Program Management Information System (PMIS) School-Level Pilot Testing and Scale-up Implementation" and DepEd Order 11 series of 2021 entitled, "Guidelines on the Operationalization of Program Management Information System".

1. In line with this, the Policy, Planning, and Research Division (PPRD) shall conduct a **Capability Building Activity on Operationalization of Program Management Information System for the Scale-up Implementation at School-Level.**

3. This activity aims to:

- support the effective and efficient management of plans and programs;
- increase transparency of plans and programs at all levels of governance from DepEd Central Office to schools;
- provide a platform that encourages a more diligent and systematic preparation of plans and utilization of budgets;
- aid in policy formulation and decision-making, and
- enforce standards for planning and plan implementation.

4. Below is the schedule of the conduct of activity:

Batch / SDO	Date	Venue
Batch 1: SDO Sultan Kudarat, Cotabato Province, Sarangani, and South Cotabato	July 2 – 5, 2024	General Santos City
Batch 2: SDO General Santos, Tacurong, Kidapawan, Koronadal	July 16 – 19, 2024	General Santos City

5. To ensure the effective conduct of the capability building activity, participants are required to bring laptops, extension wires, and wifi/modem. Identified schools shall confirm attendance of the participants through <https://bit.ly/Attendance-PMIS-Scaleup>.

6. Attached are the following enclosures for your reference:

- Enclosure 1: List of Participating Schools
- Enclosure 2: List of Batches 1 & 2 Participants
- Enclosure 3: Indicative Program of Activities



Address: Prime Regional Center, Brgy. Carpenter Hill, City of Koronadal
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7. Meals, accommodation, and training kits for the Batch 1 shall be charged to OPDNTF Continuing Fund and OPDNTF Current Fund for the Batch 2. Travel and incidental expenses of the participants shall be charged to Local Funds subject to usual accounting and auditing procedures. First meal to be served is lunch on day 1 (Batch 1: July 2, 2024 | Batch 2: July 16, 2024) and last meal is AM snacks on day 4 (Batch 1: July 5, 2024 | Batch 2: July 19, 2024).
8. For further inquiries, contact Dr. Glenn A. Bisnar, Chief through glenn.bisnar@deped.gov.ph.
9. For information, guidance, and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: Enclosure 1: List of Participating Schools; Enclosure 2: List of Batch 1 and 2 Participants; Enclosure 3: Indicative Program of Activities

References: OUA-OUT dated March 14, 2024 and DepEd Order 11 series of 2021

Allotment: Batch 1: OPDNTF Continuing Fund and Batch 2: OPDNTF Current Fund

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

PLANNING PROGRAMS IMPLEMENTATION

GAB/PPRD/OM – CONDUCT OF CAPABILITY BUILDING ACTIVITY ON OPERATIONALIZATION OF PROGRAM MANAGEMENT INFORMATION SYSTEM FOR THE SCALE-UP IMPLEMENTATION AT SCHOOL-LEVEL
036/June 7, 2024



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Enclosure 1 to Region memorandum PPRD-2024-036

LIST OF PARTICIPATING SCHOOLS

SDO	School Name	School ID	Location	Contact Person	Contact Details
Sultan Kudarat	Pres. Quirino National High School	304617	Kalanawe II, Pres. Quirino	Aristoteles S. Costales, Jr., Principal I	09564691170 aristoteles.costalesjr@dep.gov.ph
	Cumbio National High School	304588	Poblacion, Cumbio	Norly B. Balin, Principal I	09978643288 norly.balin001@deped.gov.ph
	Lebak Legislated National High School	304605	Poblacion III, Lebak, Sultan Kudarat	Mary Ann P. Aliman, Principal III	0947 890 9188 maryann.aliman@dep.gov.ph
Sarangani Province	Alabel National High School	304517	Poblacion, Alabel	Maximo R. Cabanlit	0926 789 8665 maximo.cabanlit@dep.gov.ph
	James L. Chiongbian National High School	304529	Kiamba, Sarangani Province	German P. Piamonte	0921 396 2681 german.piamonte001@dep.gov.ph
	Glan School of Arts and Trades	304524	Poblacion, Glan	Josie Teofila N. Quijano	0956 723 7730 josieteofila.quijano@dep.gov.ph
South Cotabato	Lamian National High School	304552	Surallah, South Cotabato	Jeremiah M. Mosquera, Jr., Principal I	0917 524 1248 jeremiah.mosquera@dep.gov.ph
	Tupi National High School	304575	Tupi, South Cotabato	Benigno M. Toribio, Principal III	0945 664 8689 benigno.toribio@dep.gov.ph
	Banga National High School	304543	Banga, South Cotabato	Arnel E. Gabuat, Principal III	0994 498 1614 304543@dep.gov.ph
Cotabato Province	Dilangalen National High School	304432	Midsayap, North Cotabato	Ermie E. Rabara, Principal I	0928 519 4941 ermie.rabara@dep.gov.ph
	Magpet National High School	304463	Poblacion, Magpet, Cotabato	Jasper L. Lobaton, Principal III	0912 489 5682 jasper.lobaton@dep.gov.ph
	M'lang National High School	304480	Rizal St., Mlang, Cotabato	Cynthia S. Bustillo, Principal III	0907 531 0369
General Santos City	General Santos City National High School	304655	Brgy. Calumpang, General Santos City	Shiela G. Balbon, Principal II	0930 817 9931 shiela.balbon@dep.gov.ph
	Ireneo L. Santiago National High	304648	Brgy. Dadiangas South,	Iris R. Visaya, Principal I	0950 434 8241 iris.visaya@dep.gov.ph



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	School of Metro Dadiangas		General Santos City		
	Fatima National High School	304641	Brgy. Fatima, General Santos City	Matty B. Napoles, Principal II	0933 238 4101 matty.napoles@deped.gov.ph
	Labangal National High School	304650	Brgy. Labangal, General Santos City	Ma. Teresa P. Dinero	0950 790 9159 materesa.dinero@deped.gov.ph
Kidapawan City	Kidapawan City National High School	304661	Roxas St., Kidapawan City	Rosalinda T. Lonzaga, EdD	0919 423 2526 304661@deped.gov.ph
	Amas National High School	304656	Brgy. Onica, Kidapawan City	Israel Gabion	09496066756 304656@deped.gov.ph
	Paco National High School	304668	National Highway, Kidapawan City	Elizabeth Gloria	09631051964 304668@deped.gov.ph
Koronadal City	Koronadal National Comprehensive High School	304671	Poblacion, Koronadal City, South Cotabato	Valentin C. Dignadice	0919 800 2716 valentin.dignadice@deped.gov.ph
	Marbel 7 National High School	304672	Brgy. Topland, Koronadal City	Sanny P. Pama	0977 351 4613 sanny.pama@deped.gov.ph
	Bacongo National High School	317201	Brgy. San Isidro, Koronadal City	Marry Anne D. Prejas	09081264876 maryanne.prejas@deped.gov.ph
Tacurong City	VF Grino National High School	304627	Brgy. Griño, Alunan Avenue Tacurong City	Martin Diaz	09293520103 martin.diaz@deped.gov.ph
	Tacurong National High School	304624	Prk. Isabela, Brgy. New Isabela, Tacurong	Freddie Delantar	09473027006 freddie.delantar@deped.gov.ph



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Enclosure 2 to Region Memorandum PPRD-2024-036

LIST OF BATCH 1 AND BATCH 2 PARTICIPANTS

A. LIST OF BATCH 1 PARTICIPANTS: SCHOOL LEVEL

SDOs	Name of Schools	Number of Participants			
		School Head	Designated Accounting/ Disbursement Officer	Designated Planning Officer	Designated Progress Monitoring in-charge
Sultan Kudarat	Pres. Quirino National High School	1	1	1	1
Sultan Kudarat	Columbio National High School	1	1	1	1
Sultan Kudarat	Lebak Legislated National High School	1	1	1	1
Sarangani Province	Alabel National High School	1	1	1	1
Sarangani Province	James L. Chiongbian National High School	1	1	1	1
Sarangani Province	Glan School of Arts and Trades	1	1	1	1
South Cotabato	Lamian National High School	1	1	1	1
South Cotabato	Tupi National High School	1	1	1	1
South Cotabato	Banga National High School	1	1	1	1
Cotabato Province	Dilangalen National High School	1	1	1	1
Cotabato Province	Magpet National High School	1	1	1	1
Cotabato Province	Mlang National High School	1	1	1	1
Total		12	12	12	12

Note: The designated planning officer, disbursing officer, and progress monitoring in-charge must not be a teaching personnel. If the school has no designated identified participant, the school head shall designate.

B. LIST OF BATCH 1 PARTICIPANTS: RO & SDO LEVEL

Participants	No. of Participants
Regional Director / Asst. Regional Director	1 / 1
QAD EPS	1
PPRD Personnel	6
Resource Persons	3
• Lovely Z. Ramos, AO II	
• Noren Grace G. Laguting, BO III	
• Rosenda B. Pioquinto, BO III	
SDO Planning Officers for Batch 1	4
SEPS for Planning & Research for Batch 1	4
Total Number of Participants including from the Schools	67



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C. LIST OF BATCH 2 PARTICIPANTS: SCHOOL LEVEL

SDOs	Name of Schools	Number of Participants			
		School Head	Designated Accounting/ Disbursement Officer	Designated Planning Officer	Designated Progress Monitoring in-charge
General Santos City	General Santos City National High School	1	1	1	1
General Santos City	Irineo L. Santiago National High School	1	1	1	1
General Santos City	Fatima National High School	1	1	1	1
General Santos City	Labangal National High School	1	1	1	1
Kidapawan City	Kidapawan City National High School	1	1	1	1
Kidapawan City	Amas National High School	1	1	1	1
Kidapawan City	Paco National High School	1	1	1	1
Koronadal City	Koronadal National Comprehensive High School	1	1	1	1
Koronadal City	Marbel 7 National High School	1	1	1	1
Koronadal City	Bacongco National High School	1	1	1	1
Tacurong City	VF Grino National High School	1	1	1	1
Tacurong City	Tacurong National High School	1	1	1	1
Total		12	12	12	12

Note: The designated planning officer, disbursing officer, and progress monitoring in-charge must not be a teaching personnel. If the school has no designated identified participant, the school head shall designate.

D. LIST OF BATCH 2 PARTICIPANTS: RO & SDO LEVEL

Participants	No. of Participants
Regional Director / Asst. Regional Director	1 / 1
QAD EPS	1
PPRD Personnel	6
Resource Persons <ul style="list-style-type: none"> • Lovely Z. Ramos, AO II • Noren Grace G. Laguting, BO III • Rosenda B. Pioquinto, BO III 	3
SDO Planning Officers for Batch 2	4
SEPS for Planning and Research for Batch 2	4
Total Number of Participants including from the Schools	67



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Enclosure 3 to Region Memorandum PPRD-2024-036

INDICATIVE PROGRAM OF ACTIVITIES

**CONDUCT OF CAPABILITY BUILDING ACTIVITY ON OPERATIONALIZATION
 OF PROGRAM MANAGEMENT INFORMATION SYSTEM
 FOR THE SCALE-UP IMPLEMENTATION AT SCHOOL-LEVEL**

Batch1: **July 2-5, 2024** | Batch2; **July 16-19, 2024**

General Santos City

Time	ACTIVITY	PERSON IN-CHARGE
Day 1: Batch1: July 2, 2024 Batch2; July 16, 2024 - Afternoon Session		
LUNCH		
1:15 – 1:30 PM	Preliminaries	PPRD Personnel
1:30 – 1:35 PM	Attendance Checking	
1:35 – 1:40 PM	Welcome Message and Statement of Purpose	Dr. Glenn A. Bisnar
1:40 – 2:00 PM	Session 1: PMIS Overview and Objectives	Lovely Z. Ramos, AO II
2:00 – 2:45 PM	Session 2: Strategic and Operational Planning	Lovely Z. Ramos, AO II
SNACKS/HEALTH BREAK		
2:45 – 3:30 PM	Session 3A: The Budget Cycle Session 3B: PMIS Process and Timeline	Noren Grace G. Laguting, BO III Lovely Z. Ramos, AO II
3:30 – 4:30 PM	Session 4: Accessing the PMIS Workshop: Logging in and Out and Quick Navigation of the Operating Unit and Process Owner Accounts	Lovely Z. Ramos, AO II
4:30 – 5:00 PM	Closing for Day 0	PPRD Personnel
Day 2: Batch1: July 3, 2024 Batch2; July 17, 2024 - Morning Session		
7:45 – 8:00 AM	Preliminaries and Recap of Previous Discussion	SDO in-charge
8:00 – 9:00 AM	Session 5: Budget Allocation <ul style="list-style-type: none"> • Individual Allocation • Adjustment of Allocation • Voiding of Allocation Workshop 2: Allocating and Adjusting Budget Proposal (Proposal to NEP to GAA)	Noren Grace G. Laguting, BO III Rosenda B. Pioquinto, Budget Officer III
9:00 – 10:15 AM	Session 6A: Preparation of Expenditure Matrix (Offline) Workshop 3: Downloading, Filling-out and Uploading of Expenditure Matrix	Lovely Z. Ramos, AO II Noren Grace G. Laguting, BO III Rosenda B. Pioquinto, Budget Officer III
SNACKS/HEALTH BREAK		
10:15 – 11:00 AM	Session 6B: Preparation of Expenditure Matrix	Noren Grace G. Laguting, BO III



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	Workshop 4: Editing of Expenditure Matrix thru Online Encoding	Rosenda B. Pioquinto, Budget Officer III
11:00 – 12:00 NN	Session 7: Finalization, Review, and Approval of Expenditure Matrix <ul style="list-style-type: none"> • Review and Triangulation of EMS • Printing of WFP • Routing for Approval 	Lovely Z. Ramos, AO II Noren Grace G. Laguting, BO III Rosenda B. Pioquinto, Budget Officer III
LUNCH		
Day 2: Batch1: July 3, 2024 Batch2; July 17, 2024 – Afternoon Session		
1:00 – 1:15 PM	Recap of Morning Session Discussion	Assigned SDO
1:15 – 3:15 PM	Session 8: Preparation of Other Operational Plans (Procurement Plans) <ul style="list-style-type: none"> • PPMP • APP -CSE Workshop 6: Updating of PPMP Details and List of APP-CSE	Noren Grace G. Laguting, BO III Rosenda B. Pioquinto, Budget Officer III
3:15 – 4:45 PM	Session 9: Activity Request Workshop 6: Requesting of AR and Review/Approval of AR	Lovely Z. Ramos, AO II
4:45 – 5:00 PM	Closing of Day 1	PPRD Personnel
Day 3: Batch1: July 4, 2024 Batch2; July 18, 2024 – Morning Session		
7:45 – 8:00 AM	Preliminaries and Recap of Previous Day Discussion	SDO In-charge
8:00 – 9:30 AM	Session 9: Authority to Conduct <ul style="list-style-type: none"> • Adding Activity as an ATC • Requesting ATC Workshop 7: Requesting of ATC and Review, Verification, and Approval of ATC	Lovely Z. Ramos, AO II
9:30 – 10:30 AM	Session 10: Sub-allotment Release Order <ul style="list-style-type: none"> • Downloading and Recording of Sub-ARO • Receipt and Confirmation of Sub-ARO • Preparation of WFP for Received PSF Workshop 8: Downloading and Receiving of Sub-ARO	Noren Grace G. Laguting, BO III Rosenda B. Pioquinto, Budget Officer III
SNACKS/HEALTH BREAK		
10:30 – 12:00 NN	Session 12A: Monitoring of Program Accomplishment <ul style="list-style-type: none"> • Program Implementation Review 	Lovely Z. Ramos, AO II



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	<ul style="list-style-type: none"> Physical Accomplishment Reporting 	
Workshop 9: Reporting of Quarterly Physical Accomplishment		
LUNCH		
Day 3: Batch1: July 4, 2024 Batch2; July 18, 2024 – Afternoon Session		
1:00 – 1:15 PM	Recap of Morning Session Discussion	SDO in-charge
1:15 – 2:45 PM	Session 12B: Monitoring of Program Accomplishment <ul style="list-style-type: none"> Financial Accomplishment Reporting (Obligation and Disbursement) 	Noren Grace G. Laguting, BO III
	Workshop 10: Uploading of BMS Data to PMIS	Rosenda B. Pioquinto, Budget Officer III
SNACKS/HEALTH BREAK		
2:45 – 4:00 PM	Session 13: Catch-up Planning and WFP Adjustment Workshop 11: Adjusting WFP	Lovely Z. Ramos
4:00 – 4:45 PM	Open Forum	Lovely Z. Ramos, AO II
		Noren Grace G. Laguting, BO III
		Rosenda B. Pioquinto, Budget Officer III
4:45 – 5:00 PM	Closing	PPRD Personnel
Day 4: Batch1: July 5, 2024 Batch2; July 19, 2024 – Morning Session		
7:45 – 8:00 AM	Preliminaries and Recap for Previous Day Discussion	SDO in-charge
8:00 – 11:00 AM	Closing Program <ul style="list-style-type: none"> - QATAME - Ways Forward and Agreements 	PPRD Personnel
END OF TRAINING		