



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

June 14, 2024

REGION MEMORANDUM
PPRD-2024-045

**POLICY GUIDELINES OF RESEARCH-BASED PMIS SCALE-UP
IMPLEMENTATION PROGRAM FOR SELECT SECONDARY
SCHOOL IMPLEMENTING UNITS (IUs)**

To: Schools Division Superintendents

1. This has reference to Region Memorandum PPRD-2024-034 re **PPRD 2024 Innovation Programs and Projects** issued on June 7, 2024, which is in support to the implementation of DepEd Memorandum DM-OUHROD-2024-0586 re Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards.
2. In its recalibrated Office Performance Commitment Review Form (OPCRF) FY 2024 under Part I-B: Innovating and Intervening Accomplishment, the Policy, Planning and Research Division (PPRD) has come up with appropriate objective vis-à-vis the Key Result Area (KRA) on *Regional Education Planning and Data Management*, to wit: **“Conducted research-based PMIS Scale-up Program for Select Secondary School Implementing Units (IUs).”**
3. To inform its partners and stakeholders who are Chiefs of the Regional Functional Division Offices (PPRD, QAD, FD, ORD) and School Division Offices (SGOD Chiefs, SEPS for Planning & Research, DPOs) in the operationalization of this PPRD 2024 Innovation Program particularly the **“Research-based PMIS Scale-up Implementation Program for Select Secondary School Implementing Units (IUs),”** this policy guideline is hereby disseminated.
4. The overarching goal of this innovation is geared towards effective, efficient, and sustainable PMIS operationalization among select secondary school Implementing Units (IUs) of DepEd 12. Specifically, it aims to:
 - a. support the effective and efficient management of plans and programs,
 - b. increase transparency of plans and programs at school levels of governance,
 - c. provide a platform that encourages a more diligent and systematic preparation of plans and utilization of budgets, and
 - d. enforce standards for planning and plan implementation.
5. Attached is Enclosure 1: Policy Guidelines of Research-Based PMIS Scale-up Implementation Program for Select Secondary School Implementing Units (IUs).
6. For further inquiries, please contact Dr. Glenn A. Bisnar – PPRD Chief through his email addresses at glenn.bisnar@deped.gov.ph or through Lovely Z. Ramos through her email addresses at lovelyz.ramos@deped.gov.ph.



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7. For information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: Region Memorandum PPRD-2024-034; Region Memorandum PPRD-2024-034; DepEd Memorandum DM-OUHROD-2024-0586

Allotment: None

To be indicated in the Perpetual Index under the following Subjects:
POLICY GUIDELINES PROGRAM

GAB/PPRD/RM / POLICY GUIDELINES OF RESEARCH-BASED PMIS SCALE-UP IMPLEMENTATION PROGRAM FOR SELECT SECONDARY SCHOOL IMPLEMENTING UNITS (IUs)/041/June 14, 2024



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 228825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



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Enclosure to Region Memorandum PPRD-2024-045:

**POLICY GUIDELINES OF PROJECT ETM-MISO: EFFECTIVE TRACKING
MECHANISM OF MANAGEMENT INFORMATION SYSTEM (MIS) OUTPUTS**

I. Innovation Contacts

Name	Position	Roles/ Responsibilities in the Innovation	Email
Lovely Z. Ramos	PO III	Proponent	lovelyz.ramos@deped.gov.ph
Dr. Glenn A. Bisnar	Chief Education Supervisor	Consultant	glenn.bisnara@deped.gov.ph

II. Innovation Summary

In its quest to further intensify efficient, effective, and sustainable implementation of PPAs at the school level through judicious utilization of funds (School MOOE), DepEd Central Office has instituted Performance Management System (PMIS) as a mechanism to upgrade good governance. It has been fully institutionalized among Regional Offices and School Division Offices (SDOs) of the country. With its positive effects to ROs and SDOs' governance system, DepEd Central Office has scaled-up its implementation down to school-level. It comprises two main activities: Pilot Testing, scheduled from January to June 2024, followed by Scale-up Implementation from July to December 2024.

As regards DepEd SOCCSKSARGEN, it was directed to implement the Scale-up Implementation from July to December 2024. Hence, as far as DepEd 12 is concerned, the implementation shall be dubbed as “**RESEARCH-BASED PMIS SCALE-UP IMPLEMENTATION PROGRAM FOR SELECT SECONDARY SCHOOL IMPLEMENTING UNITS (IUs).**”

Aligned to its QMS process on Data Information Management particularly on Performance Management Information System (PMIS), this innovation would systematically be operationalized towards fostering the following guiding principles:

- **Effective** PMIS implementation among select secondary IUs contributory to the achievement of PPRD's targets and strategic objectives;
- **Efficient** PMIS implementation among select secondary IUs in terms of timely processing of deliverables and cost efficient in terms of utilization of resources and efforts; and
- **Sustainable** PMIS implementation among select secondary IUs in terms of complying the changing needs, standards of the QMS as well as compliance with statutory and regulatory requirements.



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A. Purpose of the Innovation

The overarching goal of this innovation is geared towards effective, efficient, and sustainable PMIS operationalization among select secondary school Implementing Units (IUs) of DepEd 12. Specifically, it aims to:

- support the effective and efficient management of plans and programs,
- increase transparency of plans and programs at school levels of governance,
- provide a platform that encourages a more diligent and systematic preparation of plans and utilization of budgets, and
- enforce standards for planning and plan implementation.

B. Innovation Major Outputs

To be able to fully operationalize the PMIS among 24 secondary IUs, three phases shall be observed:

Implementation Phase	Description
Pre-Implementation Phase	<ul style="list-style-type: none">This phase encompasses all the preparatory activities leading up to the actual implementation of the PMIS School-Level module.It involves tasks such as planning, resource allocation, stakeholder engagement, and training.
Execution Phase	<ul style="list-style-type: none">This is where the planned activities are carried out according to the established timeline and guidelines.This includes the actual implementation of the PMIS School-Level program among 23 select secondary school IUs, as well as the monitoring of progress and addressing any issues that may arise.
Post-Implementation Phase	<ul style="list-style-type: none">Following the program implementation, this phase involves activities related to assessment, analysis, and reflection.This phase also includes assessing the outcomes and impact of the program, documenting lessons learned, and preparing recommendations for scale-up or full-scale implementation or improvement efforts.

C. Innovation Process

The following table indicates the accountable office and personnel per PMIS operationalization among 24 secondary school IUs vis-à-vis processes and activities:

Implementation Phase	Processes/Activities
Pre-Implementation Phase	<ul style="list-style-type: none">Planning and preparations<ul style="list-style-type: none">Conduct of policy research evaluation on Secondary School IU's school heads' competence on PMIS



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	<ul style="list-style-type: none"> Develop research-based training modules Capacity building/training <ul style="list-style-type: none"> Conduct Batch I Training Program for select School Heads Conduct Batch II Training Program for select School Heads
Execution Phase	<ul style="list-style-type: none"> Scale-up implementation <ul style="list-style-type: none"> Operationalize PMIS in select IUs Disseminate PMIS to school's stakeholders Progress monitoring <ul style="list-style-type: none"> Create GC to gather relevant data as regards PMIS implementation Conduct monthly monitoring by using feedback form Technical Assistance (TA) provision <ul style="list-style-type: none"> Provide TA based on the needs anchored on the results of monthly monitoring feedback form Address issues and concerns posted in the GC
Post-Implementation Phase	<ul style="list-style-type: none"> Feedback collection <ul style="list-style-type: none"> Conduct post- evaluation activity Conduct post research evaluation Fine-tuning of major processes <ul style="list-style-type: none"> Provide recommendations based on the post-evaluation activity Provide recommendations of the post research evaluation

D. Responsible Persons

The following table indicate the accountable office and personnel per PMIS operationalization among 23 secondary school IUs vis-à-vis processes and activities:

Implementation Phase	Processes/Activities	Accountable Person/s
Pre-Implementation Phase	<ul style="list-style-type: none"> Planning and preparations <ul style="list-style-type: none"> Conduct of policy research evaluation on Secondary School IU's school heads' competence on PMIS Develop research-based training modules Capacity building/training 	<ul style="list-style-type: none"> PPRD personnel Division SEPS for Planning & Research Research Respondents: IUs SHs Division Planning Officers Resource Persons (Budget Officers)



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	<ul style="list-style-type: none"> • Conduct Batch I Training Program for select School Heads • Conduct Batch II Training Program for select School Heads 	
Execution Phase	<ul style="list-style-type: none"> • Scale-up implementation <ul style="list-style-type: none"> • Operationalize PMIS in select IUs • Disseminate PMIS to school's stakeholders • Progress monitoring <ul style="list-style-type: none"> • Create GC to gather relevant data as regards PMIS implementation • Conduct monthly monitoring by using feedback form • Technical Assistance (TA) provision <ul style="list-style-type: none"> • Provide TA based on the needs anchored on the results of monthly monitoring feedback form • Address issues and concerns posted in the GC 	<ul style="list-style-type: none"> • PPRD personnel • IUs SHs • Division Planning Officers • Division Budget Officers
Post-Implementation Phase	<ul style="list-style-type: none"> • Feedback collection <ul style="list-style-type: none"> • Conduct post- evaluation activity • Conduct post research evaluation • Fine-tuning of major processes <ul style="list-style-type: none"> • Provide recommendations based on the post- evaluation activity • Provide recommendations of the post research evaluation 	<ul style="list-style-type: none"> • PPRD personnel • IUs SHs • Division Planning Officers • Division Budget Officers • Division SEPS for Planning & Research

E. Project Innovation Location

This program shall be fully institutionalized to 24 select Implementing Unit secondary schools of eight (8) SDOs of DepEd 12, to wit:

School Division Offices (SDOs)	Select Implementing Unit (IU) Secondary Schools
Cotabato	<ul style="list-style-type: none"> • Dilangalen National High School • Magpet National High School



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	<ul style="list-style-type: none"> • Mlang National High School
Kidapawan City	<ul style="list-style-type: none"> • Amas National High School • Kidapawan City National High School • Paco National High School
Koronadal City	<ul style="list-style-type: none"> • Bacongco National High School • Koronadal National Comprehensive High School • Marbel 7 National High School
General Santos City	<ul style="list-style-type: none"> • Fatima National High School • General Santos City National High School • Ireneo L. Santiago National High School of Metro Dadiangas • Labangal National High School
Sarangani	<ul style="list-style-type: none"> • Alabel National High School • James L. Chiogbian National Trade School • Glan School of Arts & Trades
South Cotabato	<ul style="list-style-type: none"> • Banga National High School • Lamian National High School • Tupi National High School
Sultan Kudarat	<ul style="list-style-type: none"> • Columbio National High School • Lebak Legislated National High School • Pres. Quirino National High School
Tacurong City	<ul style="list-style-type: none"> • Tacurong National High School • V. F. Griño National High School

F. Duration

The following will be the duration to fully operationalize the PMIS among 24 secondary IUs:

Implementation Phase	Processes/Activities	Accountable Person/s	Timeframe
Pre-Implementation Phase	<ul style="list-style-type: none"> • Planning and preparations <ul style="list-style-type: none"> • Conduct of policy research evaluation on Secondary School IU's school heads' competence on PMIS • Develop research-based training modules • Capacity building/training 	<ul style="list-style-type: none"> • PPRD personnel • Division SEPS for Planning & Research • Research Respondents: IUs SHs • Division Planning Officers 	<ul style="list-style-type: none"> • Four months • One month



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	<ul style="list-style-type: none"> • Conduct Batch I Training Program for select School Heads • Conduct Batch II Training Program for select School Heads 	<ul style="list-style-type: none"> • Resource Persons (Budget Officers) 	
Execution Phase	<ul style="list-style-type: none"> • Scale-up implementation <ul style="list-style-type: none"> • Operationalize PMIS in select IUs • Disseminate PMIS to school's stakeholders • Progress monitoring <ul style="list-style-type: none"> • Create GC to gather relevant data as regards PMIS implementation • Conduct monthly monitoring by using feedback form • Technical Assistance (TA) provision <ul style="list-style-type: none"> • Provide TA based on the needs anchored on the results of monthly monitoring feedback form • Address issues and concerns posted in the GC 	<ul style="list-style-type: none"> • PPRD personnel • IUs SHs • Division Planning Officers • Division Budget Officers 	Five months
Post-Implementation Phase	<ul style="list-style-type: none"> • Feedback collection <ul style="list-style-type: none"> • Conduct post-evaluation activity • Conduct post research evaluation • Fine-tuning of major processes <ul style="list-style-type: none"> • Provide recommendations based on the post-evaluation activity • Provide recommendations of the post research evaluation 	<ul style="list-style-type: none"> • PPRD personnel • IUs SHs • Division Planning Officers • Division Budget Officers • Division SEPS for Planning & Research 	One month



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G. Sustainability Mechanism

The following are the proposed Sustainability Mechanism using PDCA (Plan-Do-Check-Act) Cycle.

- **Plan:** To strategize plan of actions to operationalize the PMIS among select secondary school IUs.
- **Do:** To implement the Plan based on the timeline.
- **Check:** To conduct monthly progress monitoring & evaluation to check progress of the PMIS implementation as basis in coming-up with appropriate interventions.
- **Act:** To implement interventions as Continuous Improvement mechanism.

III. Innovation Background

Basically, **RESEARCH-BASED PMIS SCALE-UP IMPLEMENTATION PROGRAM FOR SELECT SECONDARY SCHOOL IMPLEMENTING UNITS (IUs)** will be instituted to address the following major problems:

- ineffective PPAs implementation of some secondary school IUs as per evaluation report of DBM;
- inefficient fund utilization (School MOOE) resulting to apparent poor resource management;
- Moderate level of competence (1.91) based on the research evaluation conducted as assessed by secondary school heads themselves:
 - Work Financial Plan (WFP) Crafting (2.19) – Moderate
 - WFP Encoding and Uploading (1.90) – Moderate
 - Activity Request (AR) Generation (1.91) – Moderate
 - Authority to Conduct (ATC) Generation (1.84) – Moderate
 - Encoding of Accomplishments (1.84) – Moderate
 - Verification of Accomplishment Encoded in the PMIS with the SMME (1.81) – Moderate
 - Generation of Quarterly Accomplishment Report from the PMIS (1.87) – Moderate
- misalignment in the operationalization of data information system (PMIS) with PPRD's QMS Quality Control Plan (QCP), PPRD's Flagship Program Basic Education Development Program (BEDP) Pillars, BEDP Strategies, and applicable MATATAG Agenda.



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IV. Innovation Objectives:

The overarching goal of this innovation is geared towards effective, efficient, and sustainable data management system at PPRD. Specifically, it aims to:

- a. support the effective and efficient management of plans and programs,
- b. increase transparency of plans and programs at school levels of governance,
- c. provide a platform that encourages a more diligent and systematic preparation of plans and utilization of budgets, and
- d. enforce standards for planning and plan implementation.

V. Methodology

A. Work Breakdown and Task Time Estimates

Implementation Phase	Processes/Activities	Accountable Person/s	Timeline
Pre-Implementation Phase	<ul style="list-style-type: none"> • Planning and preparations <ul style="list-style-type: none"> • Conduct of policy research evaluation on Secondary School IUs' school heads' competence on PMIS • Develop research-based training modules • Capacity building/training <ul style="list-style-type: none"> • Conduct Batch I Training Program for select School Heads • Conduct Batch II Training Program for select School Heads 	<ul style="list-style-type: none"> • PPRD personnel • Division SEPS for Planning & Research • Research Respondents: IUs SHs • Division Planning Officers • Resource Persons (Budget Officers) 	<ul style="list-style-type: none"> • February to May 2024 • June to July 2024
Execution Phase	<ul style="list-style-type: none"> • Scale-up implementation <ul style="list-style-type: none"> • Operationalize PMIS in select IUs 	<ul style="list-style-type: none"> • PPRD personnel • IUs SHs 	July to November 2024



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	<ul style="list-style-type: none"> Disseminate PMIS to school's stakeholders Progress monitoring <ul style="list-style-type: none"> Create GC to gather relevant data as regards PMIS implementation Conduct monthly monitoring by using feedback form Technical Assistance (TA) provision <ul style="list-style-type: none"> Provide TA based on the needs anchored on the results of monthly monitoring feedback form Address issues and concerns posted in the GC 	<ul style="list-style-type: none"> Division Planning Officers Division Budget Officers 	
Post-Implementation Phase	<ul style="list-style-type: none"> Feedback collection <ul style="list-style-type: none"> Conduct post-evaluation activity Conduct post research evaluation Fine-tuning of major processes <ul style="list-style-type: none"> Provide recommendations based on the post-evaluation activity Provide recommendations of the post research evaluation 	<ul style="list-style-type: none"> PPRD personnel IUs SHs Division Planning Officers Division Budget Officers Division SEPS for Planning & Research 	December 2024

B. Deliverables

Based on the following activities vis-à-vis three major phases, the expected major deliverables are hereby presented:

Implementation Phase	Processes/Activities	Accountable Person/s	Major Deliverables (MOVs)
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Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 228825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



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<p>Pre-Implementation Phase</p>	<ul style="list-style-type: none"> • Planning and preparations <ul style="list-style-type: none"> • Conduct of policy research evaluation on Secondary School IUs school heads' competence on PMIS • Develop research-based training modules • Capacity building/ training <ul style="list-style-type: none"> • Conduct Batch I Training Program for select School Heads • Conduct Batch II Training Program for select School Heads 	<ul style="list-style-type: none"> • PPRD personnel • Division SEPS for Planning & Research • Research Respondents: IUs SHs • Division Planning Officers • Resource Persons (Budget Officers) 	<ul style="list-style-type: none"> • Completed policy research review on Secondary School IUs school heads' competence on PMIS • Research-based training modules • ADR of Capacity building/ training conducted
<p>Execution Phase</p>	<ul style="list-style-type: none"> • Scale-up implementation <ul style="list-style-type: none"> • Operationalize PMIS in select IUs • Disseminate PMIS to school's stakeholders • Progress monitoring <ul style="list-style-type: none"> • Create GC to gather relevant data as regards PMIS implementation • Conduct monthly monitoring by using feedback form • Technical Assistance (TA) provision <ul style="list-style-type: none"> • Provide TA based on the needs anchored on the 	<ul style="list-style-type: none"> • PPRD personnel • IUs SHs • Division Planning Officers • Division Budget Officers 	<ul style="list-style-type: none"> • Documents in the Operationalization of PMIS in select IUs • PMIS Progress Monitoring Report • TA Reports



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	results of monthly monitoring feedback form <ul style="list-style-type: none"> Address issues and concerns posted in the GC 		
Post-Implementation Phase	<ul style="list-style-type: none"> Feedback collection <ul style="list-style-type: none"> Conduct post-evaluation activity Conduct post research evaluation Fine-tuning of major processes <ul style="list-style-type: none"> Provide recommendations based on the post-evaluation activity Provide recommendations of the post research evaluation 	<ul style="list-style-type: none"> PPRD personnel IUs SHs Division Planning Officers Division Budget Officers Division SEPS for Planning & Research 	<ul style="list-style-type: none"> Post-Evaluation Activity Report Post research evaluation Recommendations based on the post-evaluation activity Recommendations of the post research evaluation

VI. Innovation Cost

The following are innovation cost in the institutionalization of PMIS among select IU secondary schools:

- Batch I: Php 429,850.00 – OPDNTP (Continuing Fund)
- Batch II: Php 535,600.00 – OPDNTP (Current Fund)
- Total: Php 965,450.00**

VII. Monitoring and Evaluation (M&E)

The following template shall be used in the M&E of this innovation undertaking:

A. Program Implementation Monitoring and Evaluation Checklist

Implementation Phase	Processes/ Activities	Accountable Person/s	Timeline	Remarks
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<p>Pre-Implementation Phase</p>	<ul style="list-style-type: none"> • Planning and preparations <ul style="list-style-type: none"> • Conduct of policy research evaluation on Secondary School IUs school heads' competence on PMIS • Develop research-based training modules • Capacity building/training <ul style="list-style-type: none"> • Conduct Batch I Training Program for select School Heads • Conduct Batch II Training Program for select School Heads 	<ul style="list-style-type: none"> • PPRD personnel • Division SEPS for Planning & Research • Research Respondents: IUs SHs • Division Planning Officers • Resource Persons (Budget Officers) 	<p>February to May 2024</p> <p>June to July 2024</p>	<p>() Compliant</p> <p>() Non-Compliant</p> <p>() Needs Improvement</p>
<p>Execution Phase</p>	<ul style="list-style-type: none"> • Scale-up implementation <ul style="list-style-type: none"> • Operationalize PMIS in select IUs • Disseminate PMIS to school's stakeholders • Progress monitoring <ul style="list-style-type: none"> • Create GC to gather relevant data as regards PMIS implementation • Conduct monthly monitoring by using feedback form • Technical Assistance (TA) provision <ul style="list-style-type: none"> • Provide TA based on the needs anchored on the results of monthly 	<ul style="list-style-type: none"> • PPRD personnel • IUs SHs • Division Planning Officers • Division Budget Officers 	<p>July to November 2024</p>	<p>() Compliant</p> <p>() Non-Compliant</p> <p>() Needs Improvement</p>



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	monitoring feedback form <ul style="list-style-type: none"> Address issues and concerns posted in the GC 			
Post-Implementation Phase	<ul style="list-style-type: none"> Feedback collection <ul style="list-style-type: none"> Conduct post-evaluation activity Conduct post research evaluation Fine-tuning of major processes <ul style="list-style-type: none"> Provide recommendations based on the post-evaluation activity Provide recommendations of the post research evaluation 	<ul style="list-style-type: none"> PPRD personnel IUs SHs Division Planning Officers Division Budget Officers Division SEPS for Planning & Research 	December 2024	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Needs Improvement

B. Comments and Recommendations:
