



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

April 2, 2024

DIVISION MEMORANDUM

No. 112 s. 2024

CAPACITY BUILDING AND TRAINING ROLL-OUT ON THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) for SCHOOL LEVEL PILOT TESTING

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID, SGOD and OSDS Unit Heads/Staff
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 690, s. 2023 on the Capacity Building and Training Roll-Out on PMIS for School Level Pilot Testing, this Office shall conduct the Capacity Building and Training Roll-Out on the Program Management Information System (PMIS) for School Level Pilot Testing on April 8-10, 2024, 8:00 a.m. – 5:00 p.m. at Camarines Sur National High School Conference Room.
2. The activity aims to:
 - a. upskill the school PMIS team on the usage of PMIS;
 - b. track and monitor the physical and financial performance of the different PPAs at the school level;
 - c. streamline the processes in the school in terms of funds management and utilization
3. The expected participants to this activity are the key personnel of Camarines Sur National High School and Naga City Science High School who will be responsible in operationalizing the School PMIS.
4. Attached are the following enclosures:
 - a. Matrix of Activity
 - b. Working Committees
 - c. List of Expected Participants
5. Furthermore, since April 9, 2024 falls on a holiday, the participants shall be granted Compensatory Overtime Credit (COC) subject to the provisions of CSC and DBM Joint Circular No. 2, s. 2004 dated October 4, 2004 titled, "Non-Monetary Renumeration for Overtime Services Rendered."

24040492

DM 31, s. 2019 DM Rev. 01



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6. Expenses related to this activity are chargeable against School MOOE/local funds subject to the existing budgeting, accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum is desired.

BY THE AUTHORITY OF THE SCHOOLS DIVISION SUPERINTENDENT:


FERNANDO C. MACARAIG
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent 





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Enclosure No. 1 to Division Memo No. ____, s. 2024

MATRIX

CAPACITY BUILDING AND TRAINING ROLL-OUT ON THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) for SCHOOL LEVEL PILOT TESTING

Time	Day 1 – April 8, 2024	Office/Person-In-Charge Speaker
9:00 – 5:00 p.m.	Program Philippine National Anthem Prayer	AVP Presentation c/o Cam Sur NHS participants
	Presentation of Participants	Erwin De Los Reyes Principal I Naga City SHS
	Welcome Message	Sulpicio C. Alferez III Principal IV Cam Sur NHS
	Message	Fernando C. Macaraig Assist. Schools Div. Superintendent OIC, Office of the SDS
	Overview of the Activity Introduction to PMIS PMIS Overview & Objectives PMIS Processes & Timelines	Michelle A. Lo Planning Officer III
	Five (5) Domains of PPSSH	Sulpicio C. Alferez III School Principal IV, CSNHS
	Alignment of Activities to the 5 Domains	Erwin De Los Reyes School Principal I, NCSHS
	<i>LUNCH BREAK</i>	
	Budget Allocation	Mabel M. Sabeniano Administrative Assistant I
	Preparation of Expenditure Matrix (EM) - Offline	Vilma B. Cueto Senior Education Program Specialist (PRS)
	Finalization, Review and Approval of EM	Michelle A. Lo Planning officer III
Closing Prayer	AVP Presentation	

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Time	Day 2 – April 9, 2024	Office/Person-In-Charge Speaker
8:00 – 5:00 p.m.	Preliminaries Prayer Nationalistic Song Management of Learning	c/o Naga City SHS participants
	Preparation of Other Operational Plans (Procurement Plans) Activity Request	Reurecion M. Belangel Senior Bookkeeper
	LUNCH BREAK	
	Sub-Allotment Release Order (Sub-ARO) Monitoring of Program Accomplishment (Financial)	Ms. Melody S. Pleta Administrative Officer I
	Monitoring of Program Accomplishment (Physical) Catch-Up Planning & WFP Adjustment	Maria Teresita R. Rentoy OIC, SEPS for SMME
	Closing Prayer	AVP Presentation

Time	Day 3 – April 10, 2024	Office/Person-In-Charge Speaker
8:00 – 5:00 p.m.	Preliminaries Prayer Nationalistic Song Management of Learning Workshop on the Online Uploading of Data in the School PMIS Account	School PMIS Team
	LUNCH BREAK	
	Key Take Away and Experience Next Steps and Ways Forward TA Mechanism on PMIS Distribution of Certificates	Michelle A. Lo Planning Officer III
	Closing Remarks	Erwin V. De Los Reyes Principal I Naga City Science High School
	Closing Prayer	AVP Presentation

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Enclosure No. 2 to Division Memo No. ____, s. 2024

WORKING COMMITTEES

I. EXECUTIVE COMMITTEE

Susan S. Collano CESO V	Schools Division Superintendent
Fernando C. Macaraig	Assistant Schools Division Superintendent
Mary Ann B. Rosauro	Administrative Officer V (Admin)
Anna Liza F. Abuloc	CID Chief ES
Michael A. Del Rosario	OIC-SGOD Chief ES

II. TECHNICAL WORKING COMMITTEE

Supervising Committee			
Name	Designation	Terms of Reference	Output
Jobert P. Narvadez	Chair for Planning	Lead the Committee	Contingency Plan Checked reports
Sulpicio C. Alferez III Erwin V. De Los Reyes	Co-Chair(s) for Planning	Supervise the progress of each committee	

Committee on Project Implementation			
Name	Designation	Terms of Reference	Output
Reurecion M. Belangel	Chair for Planning	Lead the Committee	Designation of assignments
Melody S. Pleta	Co-Chair(s) For Planning	Orient the committees Check the technical facilities materials Coordinate to involved personnel Assist the session management	

Committee on Documentation			
Name	Designation	Terms of Reference	Output
Michelle Lo	Chair for Planning	Lead the Committee	Completed attendance sheets and accomplishment reports two weeks after the event Certificates
Michelle B. Altarejos	Co-Chair(s) For Planning	Facilitate program, and Attendance Prepare the Certificates Accomplish Reports	

Committee on Monitoring and Evaluation			
Name	Designation	Terms of Reference	Output
Lynn R. Prilles	Chair for Planning	Lead the Committee	FGD, Tools, and consolidated report
Leonor Lidia N. Gavino	Co-Chair(s) For Planning	Conduct the survey for evaluation, quality assurance	

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Enclosure No. 3 to Division Memo No. ____, s. 2024

PARTICIPANTS

SCHOOL	NAME	POSITION TITLE
Camarines Sur NHS	Sulpicio C. Alferez III	School Principal IV
	Melody S. Pleta	Administrative Officer I
	Leonor Lidia N. Gavino	Administrative Officer IV
	Lynn R. Prilles	Assistant Principal II
	Noriel Alejandro V. De Matta	Accountant I
Naga City Science High School	Erwin V. De Los Reyes	School Principal I
	Reurecion M. Belangel	Senior Bookkeeper
	Michelle B. Altarejos	Admin. Assistant II (JHS)
	Angelica Mae C. Nolasco	Disbursing Officer II
	Agnes L. Dominguiano	Guidance Counselor II (SHS)
Division Office/Resource Persons	Michelle A. Lo	Planning Officer III
	Vilma B. Cueto	Senior Educ. Program Specialist (PRS)
	Maria Teresita R. Rentoy	OIC, Senior Educ. Program Specialist (SMME)
	Mabel M. Sabeniano	Administrative Assistant I

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