



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



**Division Memorandum
No. 32, s. 2015**

To : **Concerned District Heads/School Principals**
SPED Elementary Schools and Secondary Schools

From : 
ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

Subject : **REGIONAL ORIENTATION CUM TRAINING ON PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS)**

Date : January 23, 2015

1. There will be an Orientation cum Training on Program Management Information System (PMIS) on February 10-12, 2015 at East Asia Royale Hotel, General Santos City.
2. The main objective is to improve internal efficiency particularly in managing, monitoring, and reporting of special programs. In this three-day training, identified participants, specific objective, and expected outputs are indicated in the table shown below.

DATE	OBJECTIVE	EXPECTED OUTPUT	PARTICIPANTS & Specific Roles and Functions
Day1- (Feb. 10, 2015)	To orient and train Division and Planning Officers and Accountants on the functionalities of the PMIS	1. Oriented and trained DPOs and Accountants on the functionalities of the system 2. Division Accountants confirmed receipt of Sub-ARO in the system	1. Division Planning Officers- Participants 2. Division Accountants- a) Participants b) Confirmed receipt of Sub ARO in the System
Day 2 (Feb. 11, 2015)	1. To orient and train school recipients on the functionalities of PMIS; and 2. To enable participants to apply knowledge gained through the official encoding and reporting of accomplishments in the system	1. Oriented and trained School heads on the functionalities of PMIS 2. Progress reports of programs/projects implementation 3. Approved/ revised WFPs/Catch-up Plan	1. Schools Division Superintendents (SDS) a) Review and confirm revised WFPs prepared by the school Heads; and, b) Verify physical and financial accomplishments of recipient schools in the system 3. School Heads (SHs) a) Prepare/revise WFPs ; and b) Encode Accomplishment Reports as of 3 rd Quarter to the System

3. The Regional Finance Officer and Accountant, Division Planning Officers and Accountant are advised to be at the training venue on Day 1 only, while the Regional Director, SDS/ Division Program Coordinators and school heads are expected to attend in Day 2.

Please see below Schedule of providing effective technical assistance to the Division participants;

Day 1 –February 10, 2015	Day2-February 11, 2015	Day3-February 12, 2015
Regional Finance Officer=1 Regional Accountant =1 Div. Planning Officers =9 Div. Accountants =9	RD, SDSs and School Heads: Sultan Kudarat(SDS) = 1 School Heads = 3 Cotabato City(SDS) = 1 School Heads = 4 Kidapawan City(SDS) = 1 School Heads = 3 Gen. Santos City(SDS) =1 School Heads = 4 Koronadal City(SDS) = 1 School Heads = 2 Tacurong City(SDS) = 1 School Heads = 2	RD, SDSs and School Heads: South Cotabato(SDS) = 1 School Heads = 11 North Cotabato(SDS) = 1 School Heads = 11 Sarangani (SDS) = 1 School Heads = 7
ARMM Regional Finance Officer =1 Div. Planning Officers =10 Div. Accountants = 10		

4. In the Division of Sarangani, the following identified participants (Recipient Schools Heads) are:

1. Alabel CS SPED Center ----- Pasco, Fredgie Ponteras
2. Kiamba CS SPED Center ----- Olingay, Salvador Roque
3. Malungon CES SPED Center ----- Tingson, Leah Farnazo
4. Malandag CES SPED Center ----- Cabanalan, Fernie Lubaton
5. Glan CS SPED Center ----- Mendoza, Cristina Albarracin
6. Malalag NHS ----- Funcion, Vilma Bautista
7. Alabel National Science High school ----- Liansing, Jorge Jr. Dumagat

5. The participants shall bring the following:

- a) Laptop (Wi-fi ready), extension cord, and dangle pocket Wi-fi for internet connectivity; and
- b) Documents/Materials.

<i>Requested Data/ Documents</i>	<i>Responsible Personnel</i>
1. Soft copy of 2014 Approved WFPs/Catch – up Plan of recipient schools (i.e., Regional Science High School, Special Science Elementary Schools, Special Education Program, Science, Technology and Engineering, and special program for the arts/ Special Program for the Sports) using the Excel-based template; and 2. Hard copy of 2014 Approved WFPs/Catch – up Plans of the recipient schools duly signed by the SDS.	Division Planning Officers
1. Copy of SAROs for Special programs (i.e., Regional Science High School, Special Science Elementary Schools, Special Education Program, Science, Technology and Engineering, and special program for the arts/ Special Program for the Sports) released by the central/region's \finance officer 2. Liquidation reports of school recipients relative to their approved WFPs/ revised WFPs(if any)	Division Accountants
	SDS/ Division program Coordinator

1. Hard Copy of 2014 revised WFPs/Catch-up Plan of their respective relative to their respective recipient schools using the Excel-based template	
1. Accomplishments reports as of 3 rd Quarter 2. Liquidation reports as basis of financial accomplishments; and 3. Revised WFPs/Catch-up Plans	School Heads

6. Registration starts at 8:00 AM, and Opening Program at 9:00 AM.
7. Expenses for board and lodging of all participants and other incidental expenses relative to the conduct of the orientation shall be charged to PMIS fund. Travelling expenses of all participants shall be charged against local funds subject to usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this memorandum is desired.