



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 03 2022

MEMORANDUM

**REVITALIZING PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS), PPA
MONITORING AND EVALUATION, AND PLAN ADJUSTMENTS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum and Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Others Concerned

1. This Office announces the conduct of the Division Training on Revitalizing Program Management Information System (PMIS), PPA Monitoring and Evaluation, and Plan Adjustment on March 14-16, 2022 at a venue which will be announced later.
2. Attached are the list of the expected participants and the program of activities, for the information and guidance of all concerned. The participants are advised to pre-register online using the link, <https://tinyurl.com/2022PMIS-Training> on or before March 12, 2022.
4. Participants are requested to bring their laptop, extension cord and approved or unapproved project profiles made to ensure that expected outputs will be produced and submitted right after the training.
5. The registration fee of each participant amounting to P2, 500.00 per day and other incidental expenses shall be charged against the Division MOOE, subject to the usual accounting and auditing procedures.
6. For other details about the activity, on what to bring and other requirements, please contact Mrs. Phoebe R. Arroyo, Senior Education Program Specialist-Planning & Research Section, at 8805-9935 Local 120.
7. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN CESOV
Schools Division Superintendent

Encl: As stated

Reference: none

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

PROGRAM

TRAINING

TEACHERS

IMR/DM_PMIS2022
086 / March 2, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdomuntinlupa@gmail.com



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**REVITALIZING PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS), PPA MONITORING
AND EVALUATION, AND PLAN ADJUSTMENTS
Matrix of Activities**

Day 1	ACTIVITIES
8:00 a.m. – 8:30 a.m.	Registration
8:30 a.m. – 9:00 a.m.	Preliminaries (Prayer, National Anthem, Acknowledgement of Participants Welcome/Inspirational
9:00 a.m. – 10:15 a.m.	Program Background. Overview of Training Objectives, and Schedule of Activities
10:15 a.m.-12:00 n.n.	Session 1: DepEd Order No. 11, s. 2021 . Policy Cover Definition of Terms . Scope . Rationale Policy Statement
12:00 n.n. – 1:00 p.m.	Lunch Break
1:00 p.m. – 3:00 p.m.	Session 2: DepEd Order No. 11, s. 2021 . PMIS Major Processes and Accountability per level of Governance . Monitoring and Evaluation . References and Transitory Provision
3:00 p.m. – 4:30 p.m.	Session 3: Plan and Budget Preparation . Basics of WFP . Budget Allocation . Expenditure Matrix
4:30 p.m. – 5:00 p.m.	Open Forum
Day 2	ACTIVITIES
8:00 a.m. – 8:30 a.m.	Preliminaries (MOL, Prayer, Nationalistic Song, Attendance Check, Energizer, Recapitulation)
8:30 a.m. – 11:00 a.m.	Session 4: Plan and Budget Preparation (cont.) . Annual Procurement Plan (APP) . Common Used Supplies and Equipment (CSE) . Project Procurement Management Plan (PPMP) . Review and Updating of Status of Work and Financial Plan (WFP)
11:00 a.m.-12:00 n.n.	Lunch Break
1:00 p.m. – 4:00 p.m.	Session 5: Implementation Stage . Authority Request (AR) and Authority to Conduct (ATC) . Sub-Allotment Release Order (SARO) Progress Monitoring . Physical Accomplishment Reporting . Financial Accomplishment Reporting Plan Adjustment
4:30 p.m. – 5:00 p.m.	Open Forum
Day 3	ACTIVITIES
8:00 a.m. – 8:30 a.m.	Preliminaries (MOL, Prayer, Nationalistic Song, Attendance Check, Energizer, Recapitulation)
8:30 a.m. -10:00 n.n.	Session 6: The Project Proposal: Revisitation . Purpose . Process and Format
10:00 a.m. – onwards	Finalization of Project Proposals . Prioritization of PPAs based budget availability
1:00 p.m.- 3:00 p.m.	Finalization of Project Proposal (continued)
3:00 p.m. – 5:00 p.m.	Closing Program

