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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 132, s. 2026

**PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) FIRST QUARTER
PROGRAM ACCOMPLISHMENT REPORT AND SECOND QUARTER WORK
FINANCIAL PLAN (WFP) ADJUSTMENTS**


To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public Elementary and Secondary School Heads/OICs
PMIS Focal Persons
Program and Project Owners
All Others Concerned

1. Pursuant to **Regional Memorandum No. 041, s. 2026**, all concerned personnel are hereby directed to undertake the necessary updating and adjustment of FY 2026 Work and Financial Plans (WFPs) in the Program Management Information System (PMIS), particularly for the First and Second Quarters.
2. This initiative aims to ensure accurate monitoring of program implementation, proper utilization of funds, and alignment of planned activities with actual accomplishments and emerging priorities.
3. All PMIS Focal Persons and Program/Project Owners are instructed to review and update the status of all Programs, Projects, and Activities (PPAs) for the First Quarter. The following details must be accurately reflected:
 - a. **Physical Accomplishments** – Indicate status with appropriate remarks (e.g., completed, ongoing, rescheduled to another quarter, or not implemented);
 - b. **Post-Activity Reports** – Include financial utilization (obligations and disbursements), variance analysis between planned and actual targets, implementation issues encountered, and supporting documents (e.g., attendance sheets, photos, and other relevant evidence).
4. Necessary adjustments to plans shall be made based on First Quarter performance and fund availability. All revised targets must be realistic, achievable, and consistently reflected in the PMIS.



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5. The following roles and responsibilities shall be observed:
- PMIS Focal Person**
 - Lead the data encoding process;
 - Coordinate with Program/Project Owners to ensure accuracy of inputs; and
 - Verify completeness and integrity of data prior to final submission.
 - Program/Project Owner**
 - Provide validated accomplishment data;
 - Recommend necessary adjustments for the Second Quarter; and
 - Ensure alignment with approved targets and plans.
6. All updates in the PMIS shall be completed on or before **April 10, 2026**. Late or incomplete submissions may affect monitoring and evaluation results, as well as fund allocation.
7. For clarifications or inquiries, schools may coordinate through telephone numbers (02) 8423-75-60/61/62, or via email at **planning.sdomuntinlupa@deped.gov.ph**.
8. Immediate dissemination of, and strict compliance with, this Memorandum is hereby directed.


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: none
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

ACCOMPLISHMENT
BUDGET
PROGRAM MANAGEMENT INFORMATION SYSTEM
PROGRAM, PROJECT, ACTIVITY

JDN/DM/ Encoding in the LIS for End of School Year (EOSY) 2025-2026
132 /March 25, 2026