



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

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**Schools Governance Operations Division**

OFFICE MEMORANDUM  
SGOD-2023-090

TO: SUZANNE MARIE G. DACUYCUY  
Planning Officer III

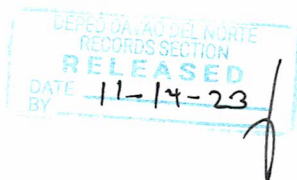
Subject: Attendance to National Training of Trainers (NTOT) on the Program  
Management Information System (PMIS) School Level Pilot Testing

Date: November 14, 2023

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1. This has reference to Regional Memorandum No. PPRD-2023-154 dated November 13, 2023 Re: Attendance to National Training of Trainers (NTOT) on the Program Management Information System (PMIS) School Level Pilot Testing, the activity will be conducted on November 20-24, 2023 exclusive of travel within Luzon.
  2. Anent to this, you are hereby advised to attend the above-mentioned activity. Attached is the DepEd Memorandum for the schedule of activities and other important details.
  3. Transportation and incidental expenses will be charged against local funds, subject to the usual accounting and auditing rules and regulations.
  4. You are enjoined to continually support and recognize the value of equality and diversity while complying with the directives set forth by this Office.
  5. For immediate strict compliance.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

SGOD/smgd





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

PPRD-2023-154

To : Schools Division Superintendents  
All Others Concerned

Subject: ATTENDANCE TO NATIONAL TRAINING OF TRAINERS (NTOT) ON  
THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)  
SCHOOL LEVEL PILOT TESTING

Date : November 13, 2023

Pursuant to Memorandum dated November 6, 2023, from Atty. Revsee A. Escobedo, Undersecretary for Operations, regarding the National Training of Trainers (NTOT) for PMIS School Level Pilot Testing on November 20-24, 2023, within the National Capital Region. Participants to this activity are listed below.

Office	Name of Personnel	Position
<b>Regional Office</b>		
PPRD	Shella Lu M. Dela Cerna	Statistician I
	Esther Khrysmaye A. Roble	Administrative Officer II
FTAD	Ronnie S. Mercado	EPS
<b>Schools Division Office</b>		
Davao City	Fritzie Ivy J. Dalangin	Division Planning Officer
	Elmer Puerto	Administrative Officer II
	Anna Rose Viray	Budget Officer
Davao De Oro	Shiela L. Cambungga	Division Planning Officer
Davao Del Norte	Suzzane Marie G. Dacuycuy	Division Planning Officer
Davao Del Sur	Rizalien Jane Bongacayao	Administrative Officer II
IGACOS	Rolando Borja	Division Planning Officer
Mati City	Joan Cereno	Senior Education Program Specialist

Other important details are attached in the enclosure. Travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is highly desired.

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

**ALLAN G. FARRAZO**  
Director IV

Enclosure: As Stated

ROP2/cadi

By: *[Signature]*  
Date: Nov. 14, 2023



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-


**MEMORANDUM**

TO

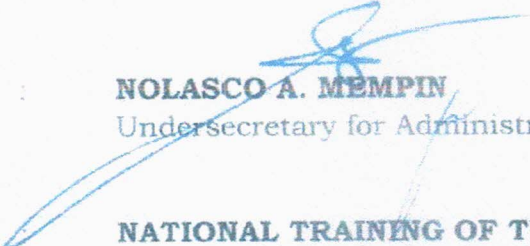
**REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PMIS TECHNICAL WORKING GROUP**

*Planning Service - Planning and Programming Division  
Finance Service - Budget and Accounting Divisions  
Procurement Management Service - Procurement Planning  
and Management Division  
Administrative Service - Asset Management Division  
Information and Communications Technology Service - User  
Support and Solutions Development Divisions*

THROUGH

  
**REVSEE A. ESCOBEDO**  
Undersecretary for Operations

FROM

  
**NOLASCO A. MEMPIN**  
Undersecretary for Administration

SUBJECT

**NATIONAL TRAINING OF TRAINERS (NTOT) ON THE  
PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)  
SCHOOL-LEVEL PILOT TESTING**

DATE

6 November 2023

The Department of Education, through the Planning Service – Planning and Programming Division (PS-PPD) and the PMIS Central Office Technical Working Group (CO-TWG), will hold a National Training of Trainers (NTOT) for PMIS School-Level Pilot Testing on November 20-24, 2023, within the National Capital Region. A separate advisory will be released soon with detailed information about the exact venue and other administrative details.

This activity aims to train the pool of trainers for the upcoming pilot testing at selected DepEd Regional Offices, Schools-Division Offices, and Schools categorized as Implementing Units (IUs).



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Specifically, this will ensure:

- a. That Participants will become proficient trainers and ready to provide support and guidance in implementing PMIS at the school level.
- b. Sustainability of PMIS utilization
- c. Smooth integration of the PMIS at all levels of governance.

The PMIS CO-TWG has initially identified target participants for the NTOT. However, we request the Regional Offices (ROs) to confirm the participation of pre-identified participants from their respective ROs and Schools Division Offices (SDOs), and identify additional participants based on the available slots for each region. This will help ensure a complete set of national trainers to be trained during the activity. It is recommended that participants from ROs and SDOs should have attended previous trainings and workshops on PMIS (Phase I, II, and Other Training Rollouts) and must be knowledgeable on the use of computer office applications, virtual meeting platforms, and online information systems. They should have a working knowledge of program management processes, be willing to travel and be part of the training roll-out team.

Please refer to the indicative program of activities, list of expected participants, and the number of available slots/attendees per region, attached as **Annexes A and B**. Attendees must submit the duly accomplished nomination form attached as **Annex C** on or before **November 13, 2023**.

For inquiries or further concerns on this matter, you may contact **Mr. Deryll S. Santos** or **Mr. Kaedean John C. Taton** of the Planning Service, Planning and Programming Division (PS-PPD) through telephone number at (02) 8633-7216 or through official email at [ps.ppd@deped.gov.ph](mailto:ps.ppd@deped.gov.ph).

For your immediate action and dissemination.



**NATIONAL TRAINING OF TRAINERS (NTOT) ON THE  
PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)  
SCHOOL-LEVEL PILOT TESTING**  
November 20-24, 2023

**INDICATIVE PROGRAM OF ACTIVITIES**

<b>Date &amp; Time</b>	<b>Activity</b>	<b>Responsible</b>
<b>November 20, 2023 (Day 0)</b>		
8:00 AM-onwards	Arrival of Participants *Standard Room Check-in 2:00 PM	Secretariat
1:00 PM - 5:00 PM	Preparatory Meeting and Technical Dry-Run	PMIS Central Office Technical Working Group
<b>November 21, 2023 (Day 1)</b>		
8:00 AM - 8:30 AM	Registration	All Participants
8:30 AM - 8:45 AM	Preliminaries <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Invocation</li> <li>• Welcome Message</li> <li>• Statement of Purpose</li> <li>• Introduction of Resource Persons</li> </ul>	Secretariat
8:45 AM - 9:30 AM	Introduction to PMIS NTOT <ul style="list-style-type: none"> <li>• Rationale and Background (Understanding the School-Level Pilot Testing)</li> <li>• Getting to Know Exercises</li> <li>• Expectations Check</li> <li>• Presentation of Training Design</li> <li>• Group Norms</li> <li>• Pre-Test</li> </ul>	Ms. Mary Jane B. Feliciano Mr. John Carlo S. Astilla
9:30 AM-10:00 AM	<b>Session 1: PMIS Overview and Objectives</b> <ul style="list-style-type: none"> <li>• Navigating the Basics of PMIS</li> <li>• Policy Issuances and Updates</li> <li>• PMIS Key Features and Functionalities</li> <li>• Key Players and their Roles and Responsibilities</li> </ul>	Mr. Marlon B. Custodio
10:00 AM-10:45 AM	<b>Session 2: Strategic and Operational Planning</b>	Mr. Piolo Martin M. Moreno
10:45 PM - 11:30 AM	<b>Session 3A: The Budget Cycle</b> <b>Session 3B: PMIS Process and Timeline</b>	Finance Service - Budget Division & Mr. Marlon B. Custodio
11:30 AM - 12:00 PM	<b>Session 4: Accessing the PMIS</b>	Mr. Ramil D. Chua

Date & Time	Activity	Responsible
	Workshop 1: Logging In and Out and Quick Navigation of the Operating Unit and Process Owner Accounts	
12:00 PM - 1:00 PM	Lunch Break	All
1:00 PM - 2:00 PM	<b>Session 5: Budget Allocation</b> <ul style="list-style-type: none"> <li>• Individual Allocation</li> <li>• Adjustment of Allocation</li> <li>• Voiding of Allocation</li> </ul>	Finance Service - Budget Division
2:00 PM - 3:15 PM	Workshop 2: Allocating and Adjusting Budget (Proposal to NEP to GAA) <b>Session 6A: Preparation of Expenditure Matrix (Offline Encoding)</b>  Workshop 3: Downloading, Filling-out and Uploading of Expenditure Matrix	Mr. Deryll S. Santos
3:15 PM - 3:45 PM	<b>Session 6B: Preparation of Expenditure Matrix (Online Encoding)</b>  Workshop 4: Editing of Expenditure Matrix Thru Online Encoding	Mr. Deryll S. Santos
3:45 PM - 4:45 PM	<b>Session 7: Finalization, Review and Approval of Expenditure Matrix</b> <ul style="list-style-type: none"> <li>• Review and Triangulation of Ems</li> <li>• Uploading and Troubleshooting of Ems</li> <li>• Printing of WFP</li> <li>• Routing for Approval</li> </ul> Workshop 5: Marking WFP as Completed	Mr. Deryll Santos and Mr. Marc Adrian F. Gianan
4:45 PM-5:00 PM	Daily Activity Evaluation and Next-Day Instructions	Emcee/Secretariat
<b>November 22, 2023 (Day 2)</b>		
8:00 AM-8:30AM	Preliminaries <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Nationalistic Song</li> <li>• Management of Learning</li> </ul>	Assigned Region
8:30 AM-10:30 AM	<b>Session 8: Preparation of Other Operational Plans (Procurement Plans)</b> <ul style="list-style-type: none"> <li>• Project Procurement Management Plan (PPMP)</li> <li>• Annual Procurement Plan for Common-Used Supplies and Equipment (APP-CSE)</li> </ul> Workshop 6: Updating of PPMP Details and List of APP-CSE	Ms. Jenet Nadura & Ms. Michelle Ann Maico



Date & Time	Activity	Responsible
10:30 AM-12:00 PM	<b>Session 9: Activity Request</b> <ul style="list-style-type: none"> <li>• Within the allocated budget</li> <li>• Exceeding the allocated budget but within the 10% threshold</li> <li>• Exceeding the 10% threshold</li> </ul> <p>Workshop 6: Requesting of AR and Review/Approval of AR</p>	Mr. John Carlo S. Atilla
12:00 PM - 1:00 PM	Lunch Break	All
1:00 PM - 2:30 PM	<b>Session 9: Authority to Conduct</b> <ul style="list-style-type: none"> <li>• Adding activity as an ATC</li> <li>• Requesting ATC</li> </ul> <p>Workshop 7: Requesting of ATC and Review, Verification and Approval of ATC</p>	Mr. Kaedean John C. Taton
2:30 AM-3:30 PM	<b>Session 10: Sub-Allotment Release Order (Sub-ARO)</b> <ul style="list-style-type: none"> <li>• Downloading and Recording of Sub-ARO</li> <li>• Receipt and Confirmation of Sub-ARO</li> <li>• Preparation of WFP for Received PSF</li> </ul> <p>Workshop 8: Downloading and Receiving of Sub-ARO</p>	Finance Service - Budget Division
3:30 PM - 4:45 PM	<b>Session 12A: Monitoring of Program Accomplishment</b> <ul style="list-style-type: none"> <li>• Program Implementation Review</li> <li>• Physical Accomplishment Reporting</li> </ul> <p>Workshop 9: Reporting of Quarterly Physical Accomplishment</p>	Mr. Ramil D. Chua
4:45 PM - 5:00 PM	Daily Activity Evaluation and Next-Day Instructions	Emcee/Secretariat
<b>November 23, 2023 (Day 3)</b>		
8:00 AM-8:30AM	Preliminaries <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Nationalistic Song</li> <li>• Management of Learning</li> </ul>	Assigned Region
8:30 AM-10:00 AM	<b>Session 12B: Monitoring of Program Accomplishment</b> <ul style="list-style-type: none"> <li>• Financial Accomplishment Reporting (Obligation &amp; Disbursement)</li> </ul> <p>Workshop 10: Uploading of BMS Data</p>	Finance Service - Budget & Accounting Division

Date & Time	Activity	Responsible
	to PMIS (Financial Accomplishment Reporting)	
10:00 AM-11:30 PM	<b>Session 13: Catch-up Planning and WFP Adjustment</b>	Mr. Elmer B. Baruno
	Workshop 11: Adjusting WFP	
11:30 AM – 12:00 PM	Open Forum	Emcee/Secretariat
12:00 PM – 1:00 PM	Lunch Break	All
1:00 – 3:00 PM	<b>Session 14: Preparing for School-Level Pilot Testing</b> <ul style="list-style-type: none"> <li>• Preparing Schools for Pilot Testing</li> <li>• Roles and Responsibilities of School-Level Trainers</li> <li>• Developing a School-Level Pilot Testing Plan</li> <li>• School Selection and Recruitment</li> <li>• Final Preparations and Q&amp;A</li> </ul>	Mr. Marlon B. Custodio
3:00 PM – 4:45 PM	Workshop 12: Finalization and Presentation of School-Level Pilot Testing Plans of the 4-Pilot Regions	Pilot Regions
4:45 PM-5:00 PM	Daily Activity Evaluation and Next-Day Instructions	Emcee/Secretariat
<b>November 24, 2023 (Day 4)</b>		
8:00 AM–8:30AM	Preliminaries <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Nationalistic Song</li> <li>• Management of Learning</li> </ul>	Assigned Region
8:30 AM-9:30 AM	<ul style="list-style-type: none"> <li>• Monitoring, Evaluation and Learning Planning</li> </ul>	Mr. Marlon B. Custodio
9:30 AM-10:30 AM	Closing Program <ul style="list-style-type: none"> <li>• QATAME Results for Day 1-3 and End of Activity Evaluation</li> <li>• Key Takeaways and Experience</li> <li>• Distribution of certificates to participants</li> <li>• Acknowledgements</li> <li>• Next Steps and Way Forward</li> <li>• Closing Remarks</li> </ul> Group Photo	Secretariat
10:30 AM – 12:00 PM	Room Check-out	
12:00 PM onwards	Departure of Participants	



**PROGRAM MANAGEMENT INFORMATION SYSTEM  
TRAINING OF TRAINERS**

November 20-24, 2023

**LIST OF EXPECTED PARTICIPANTS**

<b>PMIS Technical Working Group</b>	
PS – Planning and Programming Division	Mary Jane B. Feliciano
	Edwin E. Calubag
	Marlon B. Custodio
	Ramil D. Chua
	John Carlo S. Astilla
	Kaedean John C. Taton
	Jose Valerio S. Velasquez
	Piolo Martin M. Moreno
	Deryll S. Santos
	Marc Adrian Gianan
	Elmer Baruno
	Erica Mae A. Valencia
	Jenny Rose Clemente
	Zaida Fe Briones
	Catherine Salcedo
Ruby Claudia Aquino	
Jubina Flores	

FS-Budget Division	Jesus dela Merced Reymark Tirados
FS-Accounting Division	(1 slot)
ProcMS-PPMD	Jenet Nadura
AS-AMD	Michelle Maico
ICTS - USD	Ramil Bawar & 2 (slot)
ICTS - SDD	Arnold Sayson
ICTS - SDD	Nicole Aquino

<b>Region</b>	<b>RO Participants</b>	<b>SDO Participants</b>
CAR	Ms. Janet Ambucay Mr. Erniely Godoy	Ms. Jasmine Calgan Ms. Belen Tomin
I	Mr. Pedro Jose Cudal Ms. Liezi Migue	Ms. Jacquelyn Mendoza Ms. Gloria Cabotaje
II	Mr. Nicholai A. Tumbali Ms. Elvira Delos Santos Ms. Kheycee M. Serna	Ms. Maryflor Maramag
III	Ms. Matrose Galarion Ms. Beverly Anne Mejia	Ms. Mariou Castro Ms. Alpha Joy Razon
NCR	Ms. Lilia Ricero Mr. Maco B. Realista	Ms. Michelle S. Bazar Mr. Jonnel A. Sison Ms. Eloisa D. Mojica Mr. Reiman M. Ignacio

Region	RO Participants	SDO Participants
		Ms. Lovely Rollaine V. Cruz Ms. Ruth P. Dela Cruz (2 Slot) (1 slot)
IV-A	Mr. Elno S. Garcia Mr. Adrian A. Bullo Ms. Laarni A. Evaristo	
IV-B	Ms. Gloria M. Cruz Mr. Jayson M Ealdama Ms. Marissa O. Bucao	Ms. Jonaline Closa
V	Ms. Mercy S. Castillo Ms. Shannon D. Abogado Ms. Ilya O. Vargas Ms. Teresa T. Buasan	Ms. Karine Tessa B. Dominguez (5 slots)
VI	Mr. Leo Dedoroy Mr. Maydelyn Antuoquia Ms. Eulah Acosta Ms. Mary Flor Galvez Ms. Rissa Marie Calogho	Mr. Rey Aguilar Ms. Djoanna Marie Amedo Mr. Sayrus Cardona Mr. Ronald Dile (1 slot)
VII	Mr. Jess Marlowe Libre Ms. Apple Maye Susvilla Mr. Christopher Villanueva Jr.	Ms. Ada Dayondon
VIII	Mr. Clark Dave P. Arante Mr. Mark Lito B. Gallano	Ms. Jovie M. Caube Ms. Glaiza Mia D. Rin
IX	Mr. Alhadzmar A. Lantaka Ms. Lucshil G. Pioquinto	Ms. Marilyn A. Doronila Mr. Anthon John S. Soriano
X	Mr. Ian Cabahug Mr. Rodolfo Bayeta Jr.	Ms. Emelie Padayhag Mr. Kevin Asequia
XI	Ms. Shella Lu Dela Cerna Ms. Esther Krysmaye A. Roble Mr. Ronnie S. Mercado	Ms. Shiela L. Cambunga Ms. Rizalien Jane Bongacayao Mr. John Carlo Carballo Ms. Suzzane Marie G. Dacuycuy Mr. Elmer Puerto Ms. Joan Cereno Ms. Fritzie Ivy Dalangin Mr. Rolando G. Borja
XII	Ms. Lovely Z. Ramos Mr. Noren Grace Laguting	Mr. Melijo Anthony Chan Ms. Rosenda Pioquinto
CARAGA	Mr. John Rey Ebasco Ms. Emily G. Cabadbaran	Mr. Ronald L. Arnego Ms. Janice E. Gregorio



**Program Management Information System National Training of Trainers 2023  
PARTICIPANTS NOMINATION FORM**

November 20-24, 2023

**NONIMATION CRITERIA**

- 1) Must be primary user of the Program Management Information System (PMIS).
- 2) Must have attended previous trainings and workshop on PMIS.
- 3) Must be well versed with the use of computer, office applications, virtual meeting platforms and online information systems.
- 4) Must have working knowledge on program management processes.
- 5) Must be willing to be trained as part of the National Implementation Team for the Regional and SDO roll-out of PMIS.

**Nominee No. 1**

Name:		
Nickname:		
Birth date (Month/Day/Year):		
Sex (Please Check)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Contact Number:		
Email address:		
Office:		
Position:		

**Nominee No. 2**

Name:		
Nickname:		
Birth date (Month/Day/Year):		
Sex (Please Check)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Contact Number:		
Email address:		
Office:		
Position:		

**Note:** Kindly replicate the nominee number and table based on the identified slots per RO and SDO.

**Nominated by:**

Signature over printed name: \_\_\_\_\_  
Position: \_\_\_\_\_

*Note: Please confirm your attendance by sending this form to [ps.ppd@deped.gov.ph](mailto:ps.ppd@deped.gov.ph) on or before October 25, 2023*