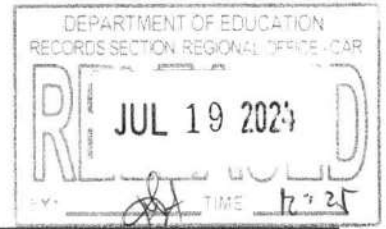




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



July 19, 2024

**REGIONAL MEMORANDUM**

No. 470.2024

**CAPABILITY BUILDING ON THE UTILIZATION OF THE  
 PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) IN THE SCHOOLS**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 School Heads  
 School Administrative Officers  
 All others concerned

- Pursuant to DepEd Order No. 11 s. 2021, titled "Guidelines on the operationalization of the Program Management Information System (PMIS)", this office through the Policy, Planning and Research Division (PPRD) shall conduct the **Capability Building on the Utilization of the Program Management Information System (PMIS) in the Schools**, specifically the Implementing Units(IUs) in the region, in a venue to be announced in a separate advisory.
- The training shall consist of three batches, wherein the conduct shall follow the following schedule:

Batch	Division	No. of Pax	Indicative Training Dates
1	<b>Apayao</b>	6	August 6-9, 2024
	<b>Kalinga</b>	8	
	<b>Mountain Province</b>	20	
	<b>Tabuk City</b>	6	
	<b>PMT</b>	8	
	<b>Resource Speakers</b>	4	
		<b>52</b>	
2	<b>Abra</b>	14	August 13-16, 2024
	<b>Baguio City</b>	8	
	<b>Ifugao</b>	12	
	<b>PMT</b>	8	
	<b>Resource Speakers</b>	4	
		<b>46</b>	



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DepEd Tayo Cordillera



<https://depedcar.ph>






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3	<b>Benguet</b>	30	September 3-6, 2024
	<b>Baguio City</b>	6	
	<b>PMT</b>	7	
	<b>Resource Speakers</b>	4	
		<b>47</b>	

3. Objectives of this activity includes:
- To train participants to become proficient in the operation and processes in the PMIS
  - To provide quality, relevant, and timely information that can be used for planning, budgeting, results monitoring and evaluation.
  - To support the progress monitoring of the status of implementation of school programs, projects, and activities
4. Participants are required to bring laptops and extension cords.
5. Attached as enclosures are the indicative list of participants and indicative program matrix.
6. All participants are required to fill-out the registration form on or before July 26, 2024, through the link: <https://bit.ly/PMIS-CAR-Schools>
6. Board and Lodging of RO, SDO and School Personnel shall be charged against PMIS – Program Support Fund while travel and other expenses shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.
7. First meal shall be PM snack of Day 0 and last meal shall be Lunch of Day 4. Training Dates are still indicative and will be confirmed along with the final training venue through a separate memorandum.
8. Immediate and widest dissemination of this Memorandum is directed.

  
**RONALD B. CASTILLO, CESO V**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

PPRD/CBDjr/MLP



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**Indicative List of Participants**  
**Capability Building on the Utilization of the Program Management Information System (PMIS) in the**  
**schools**

**Batch 1**

	<b>Name</b>	<b>Position</b>	<b>Division</b>	<b>Role</b>
1	Clemente D. Bandao	OIC-EPS	PPRD	PMT
2	Rose Melody M. Flores	EPS	PPRD	PMT
3	Janet M. Ambucay	PO III	PPRD	PMT Resource Speaker
4	Melandro L. Payang	Stat I	PPRD	PMT Resource Speaker
5	Rushel Minong	ADAS I	PPRD	PMT
6	c/o Central Office		Planning Service	Resource Speaker
7	c/o Central Office		CO - Finance	Resource Speaker
8	Belen Tomin	Budget Officer	SDO Baguio City	Resource Speaker
9	Jasmin Angela Calngan	PO III	SDO Mt. Province	Resource Speaker
10	Geraldine Pellobello	PO III	SDO Apayao	Participant
11	Estrelita Lacuesta	PO III	SDO Kalinga	Participant
12	Efren Danag	PO III	SDO Tabuk City	Participant
13	Apayao National Industrial and Agricultural High School	School Head	Apayao	Participant
14		Administrative Officer	Apayao	Participant
15	Conner Central National High School	School Head	Apayao	Participant
16		Administrative Officer	Apayao	Participant
17	Flora National High School	School Head	Apayao	Participant
18		Administrative Officer	Apayao	Participant
19	Balbalan Agricultural and Industrial School	School Head	Kalinga	Participant
20		Administrative Officer	Kalinga	Participant
21	Pinukpuk Vocational School	School Head	Kalinga	Participant
22		Administrative Officer	Kalinga	Participant
23	Rizal National School of Arts and Trades	School Head	Kalinga	Participant
24		Administrative Officer	Kalinga	Participant
25	Tanudan Vocational School	School Head	Kalinga	Participant
26		Administrative Officer	Kalinga	Participant

27	Antadao National High School	School Head	Mt. Province	Participant
28		Administrative Officer	Mt. Province	Participant
29	Bacarri National Trade-Agricultural School	School Head	Mt. Province	Participant
30		Administrative Officer	Mt. Province	Participant
31	Eastern Bontoc National Agricultural Vocational High School	School Head	Mt. Province	Participant
32		Administrative Officer	Mt. Province	Participant
33	Guinzadan National High School	School Head	Mt. Province	Participant
34		Administrative Officer	Mt. Province	Participant
35	Mt. Province General Comprehensive High School	School Head	Mt. Province	Participant
36		Administrative Officer	Mt. Province	Participant
37	Natonin National High School	School Head	Mt. Province	Participant
38		Administrative Officer	Mt. Province	Participant
39	Panabungen School of Arts, Trades and Home Industries	School Head	Mt. Province	Participant
40		Administrative Officer	Mt. Province	Participant
41	Serapio Gawan National High School	School Head	Mt. Province	Participant
42		Administrative Officer	Mt. Province	Participant
43	Paracelis Technical and Vocational High School	School Head	Mt. Province	Participant
44		Administrative Officer	Mt. Province	Participant
45	Tadian School of Arts and Trades	School Head	Mt. Province	Participant
46		Administrative Officer	Mt. Province	Participant
47	Kalinga National High School	School Head	Tabuk City	Participant
48		Administrative Officer	Tabuk City	Participant
49	Tabuk City National High School	School Head	Tabuk City	Participant
50		Administrative Officer	Tabuk City	Participant
51	Tuga National High School	School Head	Tabuk City	Participant
52		Administrative Officer	Tabuk City	Participant
			<b>total</b>	<b>52</b>

**Indicative List of Participants**  
**Capability Building on the Utilization of the Program Management Information System (PMIS) in the**  
**schools**

**Batch 2**

	<b>Name</b>	<b>Position</b>	<b>Division</b>	<b>Role</b>
1	Clemente D. Bandao	OIC-EPS	PPRD	PMT
2	Rose Melody M. Flores	EPS	PPRD	PMT
3	Janet M. Ambucay	PO III	PPRD	PMT Resource Speaker
4	Melandro L. Payang	Stat I	PPRD	PMT Resource Speaker
5	Jennelyn B. Kitongan	AO II	PPRD	PMT
6	c/o Central Office		Planning Service	Resource Speaker
7	c/o Central Office		CO - Finance	Resource Speaker
8	Belen Tomin	Budget Officer	SDO Baguio City	Resource Speaker
9	Jasmin Angela Calngan	PO III	SDO Mt. Province	Resource Speaker
10	Meldie Damian	PO III	SDO ABRA	Participant
11	Olivia Gomez	PO III	SDO Baguio City	Participant
12	Margie Ngikit	PO III	SDO Ifugao	Participant
13	Abra High School	School Head	Abra	Participant
14		Administrative Officer	Abra	Participant
15	Cristina B. Gonzales Memorial High School	School Head	Abra	Participant
16		Administrative Officer	Abra	Participant
17	Mataragan National Agricultural High School	School Head	Abra	Participant
18		Administrative Officer	Abra	Participant
19	Northern Abra National High School	School Head	Abra	Participant
20		Administrative Officer	Abra	Participant
21	Pilar Rural High School	School Head	Abra	Participant
22		Administrative Officer	Abra	Participant
23	Manabo National High School	School Head	Abra	Participant
24		Administrative Officer	Abra	Participant
25	Western Abra National High School	School Head	Abra	Participant
26		Administrative Officer	Abra	Participant
27	Banaue National High School	School Head	Ifugao	Participant
28		Administrative	Ifugao	Participant

		Officer		
29	Hingyon National High School	School Head	Ifugao	Participant
30		Administrative Officer	Ifugao	Participant
31	Lawig National High School	School Head	Ifugao	Participant
32		Administrative Officer	Ifugao	Participant
33	Mayoyao National High School	School Head	Ifugao	Participant
34		Administrative Officer	Ifugao	Participant
35	Namillangan National High School	School Head	Ifugao	Participant
36		Administrative Officer	Ifugao	Participant
37	Sta. Maria National High School	School Head	Ifugao	Participant
38		Administrative Officer	Ifugao	Participant
39	Baguio City National High School	School Head	Baguio City	Participant
40		Administrative Officer	Baguio City	Participant
41	Guisad Valley National High School	School Head	Baguio City	Participant
42		Administrative Officer	Baguio City	Participant
43	Irisan National High School	School Head	Baguio City	Participant
44		Administrative Officer	Baguio City	Participant
45	Magsaysay National High School	School Head	Baguio City	Participant
46		Administrative Officer	Baguio City	Participant
			<b>Total</b>	<b>46</b>



**Indicative List of Participants**  
**Capability Building on the Utilization of the Program Management Information System (PMIS) in the**  
**schools**

**Batch 3**

	<b>Name</b>	<b>Position</b>	<b>Division</b>	<b>Role</b>
1	Clemente D. Bandao	OIC-EPS	PPRD	PMT
2	Rose Melody M. Flores	EPS	PPRD	PMT
3	Janet M. Ambucay	PO III	PPRD	PMT Resource Speaker
4	Melandro L. Payang	Stat I	PPRD	PMT Resource Speaker
5	Rushel Minong	ADAS I	PPRD	PMT
6	c/o Central Office		Planning Service	Resource Speaker
7	c/o Central Office		CO - Finance	Resource Speaker
8	Belen Tomin	Budget Officer	SDO Baguio City	Resource Speaker
9	Jasmin Angela Calngan	PO III	SDO Mt. Province	Resource Speaker
10	Olivia Gomez	PO III	SDO Baguio City	Participant
11	Jeanette Kiong	PO III	SDO Benguet	Participant
12	Alejo M. Pacalso Memorial National High School	School Head	Benguet	Participant
13		Administrative Officer	Benguet	Participant
14	Ampusongan National High School	School Head	Benguet	Participant
15		Administrative Officer	Benguet	Participant
16	Atok National High School	School Head	Benguet	Participant
17		Administrative Officer	Benguet	Participant
18	Benguet National High School	School Head	Benguet	Participant
19		Administrative Officer	Benguet	Participant
20	Bokod National High School	School Head	Benguet	Participant
21		Administrative Officer	Benguet	Participant
22	Buguias National High School	School Head	Benguet	Participant
23		Administrative Officer	Benguet	Participant
24	Governor Bado Dangwa Agro-Industrial School	School Head	Benguet	Participant
25		Administrative Officer	Benguet	Participant
26	Kamora National High School	School Head	Benguet	Participant
27		Administrative Officer	Benguet	Participant
28	Kibungan National High School	School Head	Benguet	Participant

29		Administrative Officer	Benguet	Participant
30	La Trinidad National High School	School Head	Benguet	Participant
31		Administrative Officer	Benguet	Participant
32	Lepanto National High School	School Head	Benguet	Participant
33		Administrative Officer	Benguet	Participant
34	Loo National High School	School Head	Benguet	Participant
35		Administrative Officer	Benguet	Participant
36	Mankayan National High School	School Head	Benguet	Participant
37		Administrative Officer	Benguet	Participant
38	Tuba National High School, Nangalisan	School Head	Benguet	Participant
39		Administrative Officer	Benguet	Participant
40	Tublay School of Home Industries	School Head	Benguet	Participant
41		Administrative Officer	Benguet	Participant
42	Mil-an National High School	School Head	Baguio City	Participant
43		Administrative Officer	Baguio City	Participant
44	Pines City National High School	School Head	Baguio City	Participant
45		Administrative Officer	Baguio City	Participant
46	Roxas National High School	School Head	Baguio City	Participant
47		Administrative Officer	Baguio City	Participant
			<b>total</b>	<b>47</b>



**Program Matrix****Capability Building on the Utilization of PMIS in Schools****Day 0**

Time	Particulars	Speaker
1:00-3:00PM	Arrival of Participants	
3:00 PM - 3:30 PM	Opening Program	
3:30 PM - 5:00 PM	Orientation, Pretest and presentation of matrix	Clemente D. Bandao
5:00 - 6:00PM	Session 1: PMIS Overview	Janet M. Ambucay
6:00PM	Dinner	

**Day 1**

Time	Particulars	Speaker
8:00 AM - 8:15 AM	MOL	
8:15 AM- 10:00AM	Session 2: Budget Cycle	Belen Tomin
10:00-10:15	Health Break	
10:15-11:00AM	Session 3: Cost Parameters- School MOOE	Belen Tomin
11:00AM - 12:00nn	Session 4: Accessing the PMIS	Melandro Payang
12:00NN-1:00PM	Lunch	
1:00PM - 3:00	Session 4: Accessing the PMIS (Continuation)	Melandro Payang
3:00:3-15 PM	Health Break	
3:15-6:00PM	Session 5: Operational Planning (Basics of the WFP)	Janet M. Ambucay Jasmin Angela Calngan
6:00pm	Dinner	

**Day 2**

Time	Particulars	Speaker
8:00 AM - 8:15 AM	MOL	
8:15 AM- 10:00AM	Session 6: Expenditure Matrix	Jasmin Angela Calngan
10:00-10:15	Health Break	
10:15-12:00NN	Workshop - Accessing the PMIS and the Expenditure Matrix	Jasmin Angela Calngan
12:00NN-1:00PM	Lunch	
1:00PM - 2:00	Session 7: Updating and Confirmation of Status of Workplan	Jasmin Angela Calngan
2:00PM - 3:00PM	Workshop - Updating and Confirmation of Status of Workplan	Jasmin Angela Calngan
3:00PM-3:15PM	Health Break	
3:15-4:00PM	Session 8: PPMP	Melandro Payang

4:00PM-5:00PM	Session 9: Activity Request	Melandro Payang
5:00PM-6:00PM	Session 9b: Authority to Conduct	Melandro Payang
6:00pm	Dinner	

### Day 3

Time	Particulars	Speaker
8:00 AM - 8:15 AM	MOL	
8:15 AM- 10:00AM	Workshop on PPMP, AR and and ATC	Melandro Payang
10:00-10:15	Health Break	
10:15-11:00AM	Session 10: Sub-ARO	Belen Tomin
11:00-12:00AM	Workshop on Sub-ARO	Belen Tomin
12:00NN-1:00PM	Lunch	
1:00PM - 3:00PM	Session 11: Physical Accomplishment Reporting	Janet M. Ambucay
	Session 12: Financila Accomplishment Reporting	Belen Tomin
	Session 13: Catch up Planning and WFP Adjustment	Janet M. Ambucay Jasmin Angela Calngan
	Workshop on Session 11-13	Janet M. Ambucay Jasmin Angela Calngan Belen Tomin
3:00PM-3:15PM	Health Break	
3:15PM-4:00PM	Closing Program	
4:00pm	Departure	