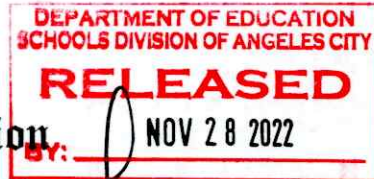




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



28 November 2022

DIVISION MEMORANDUM

No. **442** , s.2022

CONDUCT OF DIVISION CAPACITY BUILDING ON ENHANCED FACILITIES IN THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

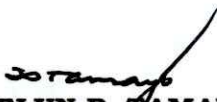
To: Assistant Schools Division Superintendent
Chief ES, SGOD
OIC-Chief ES, CID
Public Schools District Supervisors

1. Please be informed of the Conduct of Division Capacity Building on Enhanced Facilities in the Program Management Information System (PMIS) on December 5, 2022, from 8:00 a.m. to 5:00 p.m. at Learning & Development Conference Room.
2. The activity aims:
 - a. to orient the users of the PMIS on the DepEd Order 11, s.2021 Operational Guidelines on the use of Program Management Information System;
 - b. to strengthen the capacity of the Division Implementation Team (primary user) on the enhanced and new facilities of the PMIS; and
 - c. to capacitate the PSDSs as they lead in the institutionalization of the PMIS at the school level.
3. The participants are:
 - a. 1 Chief SGOD
 - b. 10 Public Schools District Supervisors
 - c. 1 Planning Officer
 - d. 1 SEPS SMME
 - e. 1 SEPS HRD
 - f. 1 Accountant
 - g. 1 Budget Officer
 - h. 1 OSDS
 - i. 1 CID
 - j. 2 TWG
4. Expenses relative to the conduct of this Division Capacity Building shall be charged to Inset Funds.
5. Enclosure is the matrix of the activities.



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City

6. Wide dissemination and strict compliance to this Memorandum is earnestly desired.


MA. IRELYN P. TAMAYO PhD, CESO V *wh*
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

BUDGET
PROGRAMS
ORIENTATION

EXPENSES
PROJECTS

MQC/PAR/November 28, 2022

Conduct of Division Capacity Building on Enhanced Facilities in the Program
Management Information System (PMIS)

Training Matrix

December 5, 2022; Learning and Development Conference Room

TIME	ACTIVITIES	RESOURCE PERSONS/ FACILITATORS
8:00 – 8:30	Preliminaries <ul style="list-style-type: none"> ➤ <i>National Anthem – AV</i> ➤ <i>Opening Prayer - AVP</i> ➤ <i>Roll Call/ Checking of Attendance</i> ➤ <i>Welcome Message</i> ➤ <i>Energizer</i> ➤ <i>Inspirational Message</i> 	Vilma T. Enciso EPS II - HRD
8:30 -9:15	Plan and Budget Preparation	Charlon B. Omlang AO V- Budget
9:15 – 10:30	Accomplishment and Uploading of Expenditure Matrix	Arcely G. Garcia SEPS- HRD
10:30- 11:45	Review and Updating of Expenditure Matrix	Marilou Q. Castro Planning Officer
11:45 -12:00	Implementation Stage Activity Request	Glenn P. Sarmiento SEPS- SMME
12:00 -1:00	Lunch Break	
1:00 -1:45	Implementation Stage Authority to Conduct	Glenn P. Sarmiento SEPS- SMME
1:45 – 3:00	Physical Accomplishment Reporting Financial Accomplishment Reporting Plan Adjustment	Marilou Q. Castro Planning Officer
3:00- 4:30	Workshop	
4:30 -5:00	Ways Forward/ Announcement	

Emcee – Vilma T. Enciso