



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools  
Division Superintendent**

September, 23, 2024

**DIVISION MEMORANDUM**  
OSDS-MLC-2024- 71

To: **Lope S. Hubac**  
**Elizabeth J. Pido**  
**Ma. Maulitte M. Yap**  
**Alvin Tenio – Biking Tech Voc HS**  
**Jose Alvin Hontucan – Biking Tech Voc HS**

**ATTENDANCE TO THE TRAINING OF TRAINERS ON THE PROGRAM  
MANAGEMENT INFORMATION SYSTEM (PMIS) SCHOOL ROLL-OUT**

1. Attached is the Regional Memorandum, titled: Training of Trainers on the Program Management Information System (PMIS) School Roll-out, which is self-explanatory.
2. Concerned SGOD and school personnel are directed to attend the said activity on September 24 - 27, 2024, at Hotel Asia, Cebu City.
3. Travelling and other incidental expenses shall be chargeable against SDO MOOE for SDO personnel and School MOOE or other local funds for school personnel.
4. For your guidance and compliance.

  
**CASIANA P. CABERTE Ph.D., CESO VI**  
Schools Division Superintendent

CPC/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder



Deped Tayo Bohol Division

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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **726** s. 2024

11 AUG 2024

**TRAINING OF TRAINERS ON THE PROGRAM MANAGEMENT  
IMPLEMENTATION SYSTEM (PMIS) SCHOOL ROLL-OUT**

To: Schools Division Superintendent  
Asst. Schools Division Superintendent  
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), will conduct a series of 5-day in-person Training of Trainers on the Program Management Information System School Roll-out. These sessions will be held at Hotel Asia on the following dates:

- Batch 1: September 10-13, 2024
- Batch 2: September 24-27, 2024
- Batch 3: October 8-11, 2024
- Batch 4: October 22-25, 2024

2. These sessions aim to equip participants with the necessary skills and knowledge to effectively implement and manage PMIS within their respective roles and responsibilities.

3. The target participants per SDO are SGOD Chiefs, SDO Planning Officers (DPO III), and SDO SEPS-M&E, while from the schools are the School Administrator / School PMIS Coordinators and School Bookkeeper / Disbursing Officer.

4. All Schools Division Superintendents are requested to prioritize and ensure the participation of enlisted personnel in this activity. The list of participants from the Schools Division Offices and Schools and the schedule of activities are enclosed in this Memorandum.

5. The participants are requested to bring their laptops, wi-fi, and extension cords.

6. The first meal served will be breakfast on Day 1 and the last meal will be breakfast on Day 4.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
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7. Food and accommodation expenses shall be chargeable against the PMIS Program Support Fund while transportation and other incidental expenses of the participants shall be charged to their Division Local Funds, subject to the usual accounting and auditing rules and regulations.

8. Immediate and wide dissemination of this Memorandum is highly directed.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

STJ/FYA/PPRD/BDT/jmcl



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**Enclosure A**

**ACTIVITY DESIGN**

**1. Activity Profile**

Activity Title	PMIS Training of Trainers for School Roll-Out
Activity Date Started	Batch 1 – Sept. 10, 2024, Batch 2 – Sept. 24, 2024, Batch 3 – October 8, 2024 Batch 4 – October 22, 2024
Activity Date Ended	Batch 1 – Sept. 13, 2024, Batch 2 – Sept. 27, 2024, Batch 3 – October 11, 2024 Batch 4 – October 25, 2024
Venue of Activity	Hotel Asia, Cebu City c/o DepEd Ecotech Center
Participants	SDOs: 1. SGOD Chiefs, 2. SDO Planning Officers (DPO III), 3. SDO SEPS-M&E, Schools: 4. School Administrator / School PMIS Coordinators, 5. School Bookkeeper / Disbursing Officer Regional Personnel: 8 PPRD Personnel 31 RO PMIS Focal Speakers/Facilitators: 2 pax
Source of Funds	<b>SARO#: OSEC-7-24-2529 – PhP 429,850.00</b> <b>SARO#: OSEC-7-24-2514 – PhP 535,600.00</b>
PMIS Activity Code	AC-24-5711-OPDNTP-S2-001, AC-24-5711-OPDNTP-S1-001

**2. Objectives**

- 2.1. To implement PMIS Pilot Testing to Schools as mandated by the Central Office.
- 2.2. To strengthen the capability of School Division Office (SDO) personnel, including SGOD Chiefs, Planning Officers, SEPS-M&E, School Administrators, and School Bookkeepers, in effectively utilizing the Program Management Information System (PMIS) for data-driven decision-making and educational planning.
- 2.3. To ensure uniformity and consistency in the implementation and utilization of PMIS across schools and regions, fostering a standardized approach to data collection, analysis, and reporting within the educational system.
- 2.4. To empower trained personnel to serve as competent trainers within their respective schools or regions, enabling them to cascade PMIS knowledge effectively and support ongoing capacity-building initiatives

**3. Legal Basis**

- 3.1. **DepEd Order No. 11, s. 2011**
- 3.2. **SARO#: OSEC-7-24-2529**
- 3.3. **SARO#: OSEC-7-24-2514**

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**4. Matrix of Activities**

	BATCH 1	BATCH 2	BATCH 3	BATCH 4
	September 10-13, 2024	September 24-27, 2024	October 08-11, 2024	October 22-25, 2024
	Time	Activity	Locus of Control	
<b>Day 0</b>	08:00 AM to 02:00 PM	PPRD Logistical Preparation PPRD Last Minute Preparations	PPRD Staff	
	02:00 PM to 05:00 PM	Check In	PPRD Staff	
<b>Day 1</b>	06:00 AM to 08:00 AM	Registration and Breakfast ( <b>First Meal</b> )	PPRD Staff	
	08:01 AM to 08:20 AM	Preliminaries - Philippine National Anthem - Prayer - Welcome Remarks and Statement of Purpose - Message - Introduction of Participants - Overview of the Activity	AVP AVP <b>Benjamin D. Tiongzon DPA</b>  <b>Salustiano T. Jimenez JD, EdD, CESO V</b> <b>Sheena Mae T. Comighud EdD</b> <b>Rey P. Tan</b>	
	08:20 AM to 12:00 PM	Module 1: - DO 11, s 2021 - PMIS Primer	<b>Benjamin D. Tiongzon DPA</b> Rey Tan	
		Module 2: - Users of PMIS - Functions	<b>Jasmine Sarsaba</b>	
		Module 3 - Basics of WFP - Create Budget Allocation	<b>Jess Marlowe C. Libre</b>  <b>Christopher D. Villanueva Jr. PhD</b>	
	12:00 PM to 01:00 PM	Lunch	PPRD Staff	
01:00 PM to 05:00 PM	Module 4: - Uploading of WFP/ Expenditure Matrix (Online / Offline) - Hands-on Exercise	<b>Jess Marlowe Libre</b> <b>Ada G. Dayondon</b> and Facilitators		
	Module 5: - Approval of WFP - Consolidation of WFP  - Basic Concepts of Preparing Procurement Planning	<b>Jess Marlowe C. Libre</b>  <b>Apple Maye A. Susvilla-Barabat JD</b>		
<b>OD</b>	<b>Officer of the Day</b>	<b>Jasmine C. Sarsaba</b>		
<b>Day 2</b>	06:00 AM to 08:00 AM	Registration and Breakfast	PPRD Staff	
	08:01 AM to 08:20 AM	Preliminaries - Prayer - Recap	PPRD Staff	
	08:20 AM to 12:00 PM	Module 6: - Basics of APP-CSE - PPMP and APP-CSE Preparation - Hands-on Exercise	<b>Apple Maye A. Susvilla JD</b> and Facilitators	
		Module 7: - Basics of AR and ATC - AR and ATC Preparation - AR and ATC Approval	<b>Christopher D. Villanueva Jr. PhD</b> and Facilitators	
Module 7: - AR and ATC Hands-on Exercise - Hands-on Exercise		Regional Office Facilitators		

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	Time	Activity	Locus of Control
	12:00 PM to 01:00 PM	Lunch	PPRD Staff
	01:00 PM to 05:00 PM	Module 8: - Sub-ARO - Physical Accomplishment Reporting - Financial Accomplishment Reporting - Plan Adjustments	<b>Ada G. Dayondon</b> and Facilitators
		Module 9: - BAC Secretariat Module - Supply Module - Basic Inputs Module	<b>Jess Marlowe Libre</b> and Facilitators
<b>OD</b>	<b>Officer of the Day</b>		<b>Sheena Mae T. Comighud</b>
<b>Day 3</b>	06:00 AM to 08:00 AM	Registration and Breakfast	PPRD Staff
	08:01 AM to 08:20 AM	Preliminaries - Prayer - Recap	PPRD Staff
		Module 9: - BAC Secretariat Module - Supply Module - Basic Inputs Module	<b>Jess Marlowe Libre</b> and Facilitators
	08:20 AM to 12:00 PM	Module 10: - Demonstration per SDO	PPRD Staff
	12:00 PM to 01:00 PM	Lunch	PPRD Staff
	01:00 PM to 05:00 PM	Module 10: - Demonstration per SDO ... Continuation Closing Ceremony Next Steps	PPRD Staff  PPRD
<b>OD</b>	<b>Officer of the Day</b>		<b>Sheena Mae T. Comighud</b>
<b>Day 4</b>	06:00 AM to 08:00 AM	Breakfast ( <b>Last Meal</b> ) and Checkout	Remaining Participants and PPRD Staff

### 5. Participants

Participants	RO7 Personnel	SDO Personnel	School Personnel	Speakers / Facilitator	Total
Batch 1	8	21	14	2	45
Batch 2	8	9	6	2	25
Batch 3	8	30	20	2	60
Batch 4	39				39
<b>TOTAL</b>	<b>63</b>	<b>60</b>	<b>40</b>	<b>6</b>	<b>169</b>
<b>GRAND TOTAL</b>					<b>169</b>

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**6. Activity Resources**

**6.1. (To be prepared by PPRD RO7)**

- 6.1.1. Training Tools and Equipment
  - 6.1.1.1. Projector
  - 6.1.1.2. Laptops
  - 6.1.1.3. Extension Wires
  - 6.1.1.4. Portable WIFI
  - 6.1.1.5. Printer with set of Inks
- 6.1.2. Activity Kit
  - 6.1.2.1. Training Kit
    - 6.1.2.1.1. Notebook
    - 6.1.2.1.2. Pencils / Ballpens
    - 6.1.2.1.3. Envelops
    - 6.1.2.1.4. DO 11, s 2021
- 6.1.3. Activity Materials
  - 6.1.3.1. DepEd Order No. 11, s. 2011 (printed copy)
  - 6.1.3.2. Attendance Sheets
  - 6.1.3.3. Masking Tapes
  - 6.1.3.4. 10 Long Envelops
  - 6.1.3.5. Certificate Holder
  - 6.1.3.6. Certificate of Recognition
  - 6.1.3.7. Certificate of Participation
  - 6.1.3.8. Certificate of Appearance
- 6.1.4. Activity Online Materials
  - 6.1.4.1. Link for Materials
    - a. DepEd Order No. 11, s. 2011 (printed copy)
    - b. PMIS Videos
    - c. PMIS Presentations

**6.2. (To be prepared by Participants)**

- 6.2.1. Extension Wire
- 6.2.2. Laptop
- 6.2.3. Portable WIFI

**7. Budget**

**Meals and Accommodations**

BATCH 1 (NEGROS ORIENTAL)		SEP 10-13		45 PAX		1,500.00 per Pax	
MEALS & ACCOMMODATIONS		Duration					
		Day 0	Day 1	Day 2	Day 3	Day 4	
Breakfast (200.00)	200.00	ARRIVAL	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
Am Snacks (100.00)	100.00		4,500.00	4,500.00	4,500.00	4,500.00	
Lunch (400.00)	400.00		18,000.00	18,000.00	18,000.00	18,000.00	
PM Snacks (100.00)	100.00		4,500.00	4,500.00	4,500.00	4,500.00	
Dinner (400.00)	400.00		18,000.00	18,000.00	18,000.00	18,000.00	
Accommodation (300.00)	300.00		13,500.00	13,500.00	13,500.00	13,500.00	
Sub-Total	1500.00		67,500.00	67,500.00	67,500.00	67,500.00	9,000.00
	5%		3,375.00	3,375.00	3,375.00	3,375.00	450.00
<b>TOTAL</b>		<b>70,875.00</b>	<b>70,875.00</b>	<b>70,875.00</b>	<b>70,875.00</b>	<b>9,450.00</b>	
<b>GRAND TOTAL</b>							<b>222,075.00</b>

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<b>BATCH 2 (BOHOL-SIQUIJOR)</b>		<b>SEP 24-27</b>		25 Pax		1,500.00 per Pax	
MEALS & ACCOMMODATIONS		Day 0	Duration				
			Day 1	Day 2	Day 3	Day 4	
Breakfast (200.00)	200.00	ARRIVAL	5,000.00	5,000.00	5,000.00	5,000.00	
Am Snacks (100.00)	100.00		2,500.00	2,500.00	2,500.00		
Lunch (400.00)	400.00		10,000.00	10,000.00	10,000.00		
PM Snacks (100.00)	100.00		2,500.00	2,500.00	2,500.00		
Dinner (400.00)	400.00		10,000.00	10,000.00	10,000.00		
Accommodation (300.00)	300.00		7,500.00	7,500.00	7,500.00		
Sub-Total				37,500.00	37,500.00	37,500.00	5,000.00
	5%			1,875.00	1,875.00	1,875.00	250.00
<b>TOTAL</b>			<b>39,375.00</b>	<b>39,375.00</b>	<b>39,375.00</b>	<b>5,250.00</b>	
<b>GRAND TOTAL</b>							<b>123,375.00</b>

<b>BATCH 3 (CEBU)</b>		<b>OCT 8-11</b>		60 PAX		1,500.00 per Pax	
MEALS & ACCOMMODATIONS		Day 0	Duration				
			Day 1	Day 2	Day 3	Day 4	
Breakfast (200.00)	200.00	ARRIVAL	12,000.00	12,000.00	12,000.00	12,000.00	
Am Snacks (100.00)	100.00		6,000.00	6,000.00	6,000.00		
Lunch (400.00)	400.00		24,000.00	24,000.00	24,000.00		
PM Snacks (100.00)	100.00		6,000.00	6,000.00	6,000.00		
Dinner (400.00)	400.00		24,000.00	24,000.00	24,000.00		
Accommodation (300.00)	300.00		18,000.00	18,000.00	18,000.00		
Sub-Total				90,000.00	90,000.00	90,000.00	12,000.00
	5%			4,500.00	4,500.00	4,500.00	600.00
<b>TOTAL</b>			<b>94,500.00</b>	<b>94,500.00</b>	<b>94,500.00</b>	<b>12,600.00</b>	
<b>GRAND TOTAL</b>							<b>296,100.00</b>

<b>BATCH 4 (RO7 FDs)</b>		<b>OCT 22-25</b>		39 PAX		1,500.00 per Pax	
MEALS & ACCOMMODATIONS		Day 0	Duration				
			Day 1	Day 2	Day 3	Day 4	
Breakfast (200.00)	200.00	ARRIVAL	7,800.00	7,800.00	7,800.00	7,800.00	
Am Snacks (100.00)	100.00		3,900.00	3,900.00	3,900.00		
Lunch (400.00)	400.00		15,600.00	15,600.00	15,600.00		
PM Snacks (100.00)	100.00		3,900.00	3,900.00	3,900.00		
Dinner (400.00)	400.00		15,600.00	15,600.00	15,600.00		
Accommodation (300.00)	300.00		11,700.00	11,700.00	11,700.00		
Sub-Total				58,500.00	58,500.00	58,500.00	7,800.00
	5%			2,925.00	2,925.00	2,925.00	390.00
<b>TOTAL</b>			<b>61,425.00</b>	<b>61,425.00</b>	<b>61,425.00</b>	<b>8,190.00</b>	
<b>GRAND TOTAL</b>							<b>192,465.00</b>

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**Summary:**

PARTICIPANTS	Number of Pax	BATCH 1	BATCH 2	BATCH 3
		SEP 10-13	SEP 24-27	OCT 8-11
		Negros Oriental	Bohol-Siquijor	Cebu
<b>SDOs:</b>				
1. SGOD Chiefs	20	7	3	10
2. SDO Planning Officers (DPO III)	20	7	3	10
3. SDO SEPS-M&E	20	7	3	10
<b>SCHOOLS:</b>				
4. School Administrator / School PMIS Coordinator	20	7	3	10
5. School Bookkeeper / Disbursing Officer	20	7	3	10
Regional Personnel (8 PAX)	24	8	8	8
Guest (2 Pax)	6	2	2	2
<b>TOTAL</b>	<b>130</b>	<b>45</b>	<b>25</b>	<b>60</b>

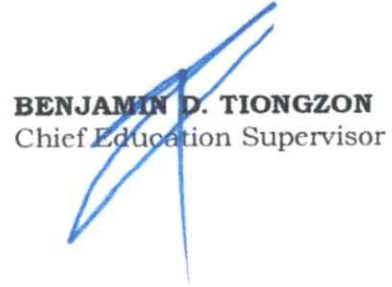
SARO#: OSEC-7-24-2529	SARO 1	429,850.00			SARO 1	429,850.00
SARO#: OSEC-7-24-2514	SARO 2	535,600.00	Less:	Batch 1	222,075.00	
		<b>965,450.00</b>		Batch 2	123,375.00	
	Batch 1	222,075.00	c/o SARO 1	Remainder	<b>84,400.00</b>	
	Batch 2	123,375.00	c/o SARO 1			
	Batch 3	296,100.00	c/o SARO 2			
	Batch 4	192,465.00	c/o SARO 2			
		<b>834,015.00</b>	Less:	SARO 2	535,600.00	
		<b>131,435.00</b>		Batch 3	296,100.00	
				Batch 4	192,465.00	
					<b>47,035.00</b>	
				Remaining Funds	<b>131,435.00</b>	

Refresher Course for PMIS Focal for School  
 Roll-Outs

Prepared by

  
**JESS MARLOWE C. LIBRE**  
 RPO III

Approved:

  
**BENJAMIN D. TIONGZON**  
 Chief Education Supervisor

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