



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

RECORDED
 019-0215
 25 JAN 2019

January 24, 2019

TRAVEL ORDER

No. 103, s. 2019

TO : Dae P. Haabalo- SEPS Planning and Research
 Dr. Nonale Q. Resoor- DEPS Mathematics
 Joseph E. Gemina- PDO-II
 Izra Faye A. Saguban- ADAS -II
 Ma. Irene Cecilia Elemia-ADAS-II
 Deovenson Veracruz-Teacher-I
 Roberto Banatanto, Jr.- ADAS-II
 Iryll Mae S. Macahig-EPS - II
 Annabel R. Ramirez-ADAS - III
 Amabelle Herera- ADA- IV

OFFICE : Schools Division of Negros Oriental

PURPOSE : To attend the Training of Division Trainers for the Program Management Information System (PMIS)

DATE OF TRAVEL : January 31- February 1, 2019

VENUE/PLACE : TBA within Cebu City

ALLOWED/CHARGED TO: *(Subject to the usual accounting and auditing rules and regulations)*

- _____ : Registration/Transportation and other expenses
- _____ : Transportation
- _____ : Per Diems
- _____ : On official time/business only
- _____ : Charged to personal funds
- : Transportation/per diem & other incidental expenses incurred shall be charged to Division MOOE/ School MOOE /Regional HRD Funds.

WILFREDA D. BONGALOS, Ph.D., CESO V
 Schools Division Superintendent

Department of Education
Region VII
Schools Division of Negros Oriental
Capitol Area, Dumaguete City, Negros Oriental

Barcode/Track Number

Document Info



141802419143550

Received Date: 2019-01-24 14:35:47
Sender: DepED RO7, Cebu City
Document Title: RM No. 0051 - Training of Division Trainers for the Program Management Information System (PMIS)
Document Details:
Date : January 31 to February 1, 2019 Venue : TBA within Cebu City

Department of Education
Region VII
Schools Division of Negros Oriental
Capitol Area, Dumaguete City, Negros Oriental

Barcode/Track Number

Document Info

Document Info



141802419143550

Received Date: 2019-01-24 14:35:47
Sender: DepED RO7, Cebu City
Document Title: RM No. 0051 - Training of Division Trainers for the Program Management Information System (PMIS)
Document Details: Date : January 31 to February 1, 2019 Venue : TBA within Cebu City



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
 REGION VII, CENTRAL VISAYAS
 Sudlon, Labug, Cebu City



JAN 23 2019

REGIONAL MEMORANDUM

No. **0051** s. 2019

TRAINING OF DIVISION TRAINERS FOR THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

TO: Schools Division/City Superintendents

1. In line with the release of the newly improve Program Management Information System (PMIS) this Office will be conducting the Training of Division Trainers on the following schedule and venue:

Division	Schedule	Check-in and Check-out Date and Time
Bogo, Cebu Province, Cebu City, Carcar, Danao, Mandaue, Naga, Lapu-Lapu, Talisay, Toledo Venue: TBA within Cebu City	January 28, 2019 to January 29, 2019	Check-in: Jan. 27, 2019 2:00 PM First Meal: Dinner Check-out: Jan. 30, 2019 12:00 NN Last Meal: Breakfast
Bais, Bayawan, Bohol, Dumaguete, Guihulgan, Negros Oriental, Siquijor, Tagbilaran, Tanjay Venue: TBA within Cebu City	January 31, 2019 to February 1, 2019	Check-in: Jan. 30, 2019 2:00 PM First Meal: Dinner Check-out: Feb. 02, 2019 12:00 NN Last Meal: Breakfast

2. School Division Office shall be allotted ten (10) participants to this training and shall be composed of the following:

Office	No. of Personnel
Office of SDS	1
BAC Secretariat	1
Curriculum Implementation Division (CID)	4
Schools Governance and Operation Division (SGOD)	4
Total	10

3. Each participant are required to bring their respective laptops, extension cords and portable WIFI devices. Participants shall bring their duly approved 2019 WFP under the following Offices: (1) Office of the SDS; (2) CID; and (3) SGOD for uploading to the system.

4. Food, accommodation and venue expenses shall be chargeable against the Program Support Fund (PSF) for PMIS downloaded to the Regional Office while transportation and incidental expenses of the Division Personnel shall be chargeable against division local funds subject to the usual accounting, and auditing rules and regulations.

5. For immediate dissemination and compliance.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO IV
Director IV *phd*
Regional Director

**Annex A
Activity Outline**

TRAINING OF DIVISION TRAINERS FOR THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)	
<i>Source of Funds</i>	Program Support Funds Downloaded From Central Office
<i>Date of Activity</i>	Jan. 27 – Feb. 2, 2019
<i>Functional Division</i>	Policy, Planning and Research Division (PPRD)
<i>PMIS WFP Status</i>	Enrolled in Planning Service WFP

I. Objectives

1. Orient the primary users of the division offices on the modules of the PMIS
2. Understand the PMIS modules workflow processes of the different process owners of the SDOs.
3. Upload the approved 2019 Work and Financial Plan

II. Legal Basis

- Approved 2018 WFP for Planning Service (ATC-2018-CO-00382)
- DepEd Order No. 15, s. 2017

III. Matrix of Activities

BATCH 1 (SDOs of Bogo, Cebu Province, Cebu City, Carcar, Danao, Mandaue, Naga, Lapu-Lapu, Talisay, Toledo)

Day 0 – Sunday – January 27, 2019

Time	Activity	Locus of Control
8:00 AM to 2:00 PM	Logistical Preparation and Last Minute Preparations	PPRD Chief and Staff
2:00 PM to 5:00 PM	Check-in of Participants Final Inspection and Preparation of Site Dinner	PPRD Chief and Staff

Day 1 - Monday - January 28, 2019

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:01 AM to 8:20 AM	Preliminaries -Philippine National Anthem -Prayer -Introduction of Participants -Objective of the Activity	PPRD Staff Dr. Maria Jesusa Despojo Chief, PPRD
8:20 AM to 8:50 AM	PMIS Primer	Central Office / Regional Office Facilitators
8:51 AM to 9:21 AM	Users of the PMIS	Central Office / Regional Office Facilitators
9:22 AM to 10:22 AM	Basics of the Work and Financial Planning	Central Office / Regional Office Facilitators
10:23 AM to 11:23 AM	Uploading of Work and Financial Plan / Expenditure Matrix	Central Office / Regional Office Facilitators
11:24 AM to 12:00 PM	Hands-on Exercise	Central Office / Regional Office Facilitators
12:01 PM to 1:00 PM	LUNCH	PPRD Staff
1:01 PM to 1:15 M	Energizer	PPRD Staff
1:16 to 2:16 PM	Approval of WFP; Consolidation of the WFP	Central Office / Regional Office Facilitators
2:16 PM to 3:16 PM	Basic Concepts of Preparing Procurement Plans	Central Office / Regional Office Facilitators
3:17 PM to 4:17 PM	PPMP and APP-CSE Preparation	Central Office / Regional Office Facilitators
4:18 pm to 5:00 PM	Hands-on Exercise	Central Office / Regional Office Facilitators
6:00 PM	Dinner	PPRD Staff

Day 2 - Tuesday - January 29, 2019

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:01 AM to 8:20 AM	Preliminaries -Nationalistic Song -Prayer	PPRD Staff

	-Ice Breaker	
8:20 AM to 8:50 AM	AR and ATC Preparation	Central Office / Regional Office Facilitators
8:51 AM to 9:51 AM	AR and ATC Approval	Central Office / Regional Office Facilitators
9:52 AM to 10:52 AM	Hands-on Exercise	Central Office / Regional Office Facilitators
10:53 AM to 11:23 AM	Accomplishment Reporting	Central Office / Regional Office Facilitators
11:24 AM to 12:00 PM	Hands-on	Central Office / Regional Office Facilitators
12:01 PM to 1:00 PM	LUNCH	PPRD Staff
1:01 PM to 1:15 PM	Energizer	PPRD Staff
1:16 PM to 1:46 PM	Con't Hands-on	Central Office / Regional Office Facilitators
1:47 PM to 2:47 PM	WFP Adjustment	Central Office / Regional Office Facilitators
2:47 PM to 4:00 PM	Hands-on Exercise	Central Office / Regional Office Facilitators
4:01 PM to 5:00 PM	Next Steps and Closing	Central Office / Regional Office Facilitators
6:00 PM	Dinner	PPRD Staff

Day 4 - Wednesday - January 30, 2019

Time	Activity	Locus of Control
6:00 AM to 10:00 AM	Breakfast	PPRD Staff
12:00 NN	Check-out	PPRD Staff

BATCH 2 (SDOs of Bais, Bayawan, Bohol, Dumaguete, Guihulgan, Negros Oriental, Siquijor, Tagbilaran, Tanjay)

Day 0 - Wednesday - January 30, 2019

Time	Activity	Locus of Control
2:00 PM to 5:00 PM	Check-in of Participants	PPRD Chief and Staff
	Final Inspection and Preparation of Site	
	Dinner	

Day 1 - Thursday - January 31, 2019

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:01 AM to 8:20 AM	Preliminaries -Philippine National Anthem -Prayer -Introduction of Participants -Objective of the Activity	PPRD Staff Dr. Maria Jesusa Despojo Chief, PPRD
8:20 AM to 8:50 AM	PMIS Primer	Central Office / Regional Office Facilitators
8:51 AM to 9:21 AM	Users of the PMIS	Central Office / Regional Office Facilitators
9:22 AM to 10:22 AM	Basics of the Work and Financial Planning	Central Office / Regional Office Facilitators
10:23 AM to 11:23 AM	Uploading of Work and Financial Plan / Expenditure Matrix	Central Office / Regional Office Facilitators
11:24 AM to 12:00 PM	Hands-on Exercise	Central Office / Regional Office Facilitators
12:01 PM to 1:00 PM	LUNCH	PPRD Staff
1:01 PM to 1:15 M	Energizer	PPRD Staff
1:16 to 2:16 PM	Approval of WFP; Consolidation of the WFP	Central Office / Regional Office Facilitators
2:16 PM to 3:16 PM	Basic Concepts of Preparing Procurement Plans	Central Office / Regional Office Facilitators
3:17 PM to 4:17 PM	PPMP and APP-CSE Preparation	Central Office / Regional Office Facilitators
4:18 pm to 5:00 PM	Hands-on Exercise	Central Office / Regional Office Facilitators
6:00 PM	Dinner	PPRD Staff

Day 2 - Friday - February 01, 2019

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:01 AM to 8:20 AM	Preliminaries -Nationalistic Song -Prayer	PPRD Staff

	-Ice Breaker	
8:20 AM to 8:50 AM	AR and ATC Preparation	Central Office / Regional Office Facilitators
8:51 AM to 9:51 AM	AR and ATC Approval	Central Office / Regional Office Facilitators
9:52 AM to 10:52 AM	Hands-on Exercise	Central Office / Regional Office Facilitators
10:53 AM to 11:23 AM	Accomplishment Reporting	Central Office / Regional Office Facilitators
11:24 AM to 12:00 PM	Hands-on	Central Office / Regional Office Facilitators
12:01 PM to 1:00 PM	LUNCH	PPRD Staff
1:01 PM to 1:15 PM	Energizer	PPRD Staff
1:16 PM to 1:46 PM	Con't Hands-on	Central Office / Regional Office Facilitators
1:47 PM to 2:47 PM	WFP Adjustment	Central Office / Regional Office Facilitators
2:47 PM to 4:00 PM	Hands-on Exercise	Central Office / Regional Office Facilitators
4:01 PM to 5:00 PM	Next Steps and Closing	Central Office / Regional Office Facilitators
6:00 PM	Dinner	PPRD Staff

Day 4 - Saturday - February 02, 2019

Time	Activity	Locus of Control
6:00 AM to 10:00 AM	Breakfast	PPRD Staff
12:00 NN	Check-out	PPRD Staff

IV. Food, Accommodation and Venue Requirements

Item	Jan. 27	Jan. 28	Jan. 29	Jan. 30	Jan. 31	Feb. 1	Feb. 2
Food	D - 100	B - 113 AS - 113 L - 113 PS - 113 D - 113	B - 113 AS - 113 L - 113 PS - 113 D - 113	B - 113 AS - 13 L - 13 PS - 13 D - 100	B - 103 AS - 103 L - 103 PS - 103 D - 103	B - 103 AS - 103 L - 103 PS - 103 D - 103	B - 103
Legend:							
B - Breakfast							
AS - AM Snacks							
L - Lunch							
PS - PM Snacks							
D - Dinner							

Venue	N/A	1 Plenary	1 Plenary	N/A	1 Plenary	1 Plenary	N/A
Accommodation for Batch 1 Participants	100 pax for triple sharing	100 pax for triple sharing	100 pax for triple sharing	Check-out	N/A	N/A	N/A
Accommodation for Batch 2 Participants	N/A	N/A	N/A	90 pax for triple sharing	90 pax for triple sharing	90 pax for triple sharing	Check-out
Accommodation for RO	2 rooms for TS ; 1 room for DS	2 rooms for TS ; 1 room for DS	2 rooms for TS ; 1 room for DS	2 rooms for TS ; 1 room for DS	2 rooms for TS ; 1 room for DS	2 rooms for TS ; 1 room for DS	Check-out
Legend: TS - Triple Sharing DS - Double Sharing							
Accommodation for CO	3 rooms for DS	3 rooms for DS	3 rooms for DS	3 rooms for DS	3 rooms for DS	3 rooms for DS	Check-out
Legend: TS - Triple Sharing DS - Double Sharing							

VI. Budget

Item	Jan. 27	Jan. 28	Jan. 29	Jan. 30	Jan. 31	Feb. 1	Feb. 2
Food, Venue and Accommodation	110 x Php 1,575.00	110 x Php 2,100.00	110 x Php 2,100.00	13 x Php 2,100.00	103 x Php 2,100.00	103 x Php 2,100.00	N/A
	Php 173,250.00	Php 231,000.00	Php 231,000.00	Php 27,300.00 90 x Php 1575.00 Php 141,750.00	Php 206,000.00	Php 206,000.00	
TOTAL					PHP 1,216,300.00		