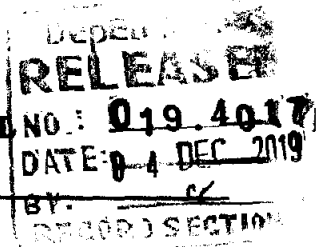




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL  
www.depednegor.net



December 2, 2019

**TRAVEL ORDER**

NO. 1761, S. 2019

TO : **DAE P. HABALO** – SEPS  
Division Office

PURPOSE: : To attend the 4<sup>th</sup> Quarter Conference of Division Planning Officers and Program Implementation Review (PIR) of the Program Management Information System (PMIS)

DATE OF TRAVEL : **December 3-4, 2019**

VENUE/PLACE : DepEd Ecotech Center, Sudlon, Lahug, Cebu City

ALLOWED/CHARGED TO: *(Division/School MOOE funds subject to the usual accounting and auditing rules and regulations)*

\_\_\_\_\_ : Registration

X \_\_\_\_\_ : Transportation/per diem & other incidental expenses

*Handwritten signature*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
*12/2/19*



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

Office of the Regional Director

NOV 20 2019

**REGIONAL MEMORANDUM**

No. **0688** s. 2019

**4<sup>TH</sup> QUARTER CONFERENCE OF DIVISION PLANNING OFFICERS AND PROGRAM IMPLEMENTATION REVIEW (PIR) OF THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 All Others Concerned

1. This Office through the Policy, Planning, and Research Division (PPRD) in collaboration with the nineteen (19) Schools Division Offices (SDOs) will conduct the **4<sup>th</sup> Quarter Conference of Division Planning Officers and Program Implementation Review (PIR) of the Program Management Information System (PMIS)** on December 3-4, 2019 at the DepEd Ecostech Center, Suddon, Lahug, Cebu City.

2. The said activity aims to:
- conduct the implementation review of the PMIS at the division level;
  - present updates on Research and Data Management;
  - discuss the Policy Development Process;
  - determine priority development areas of planning officers; and
  - discuss the plans and expectations for the upcoming year 2020.

3. The participants to this activity are the Senior Education Program Specialists (SEPS) and Planning Officer III of the Planning and Research Unit of the 19 SDOs and all PPRD personnel of the Regional Office (RO).

4. For guidance and reference, enclosed is the Program Schedule Matrix (PSM).

5. Board and lodging and other expenses incidental to the conduct of the above-mentioned activity shall be charged to the **Regional Funds**, while travelling and other incidental expenses of participants are chargeable against the **Division/Local Funds**, all subject to the usual government accounting and auditing rules and regulations.

6. This Memorandum serves as **Authority to Travel** for RO personnel only.

7. For the strict compliance of all concerned.

**SALUSTIANO T. JIMENEZ E4D, JD, CESO V**  
 Director III  
 Office of the Regional Director.

This document is confidential and its contents should not be disseminated.



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## Enclosure A

### Activity Outline

<b>4<sup>th</sup> QUARTER CONFERENCE OF DIVISION PLANNING OFFICERS AND PROGRAM IMPLEMENTATION REVIEW (PIR) OF THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)</b>	
<i>Source of Funds</i>	<b>Regional MOOE</b>
<i>Date of Activity</i>	<b>December 3 and 4, 2019</b>
<i>Functional Division</i>	<b>PPRD</b>

#### I. Objectives

The said activity aims to:

1. conduct the implementation review of PMIS at the division level;
2. present updates on Research and Data Management;
3. discuss the Policy Development Process;
4. determine priority development areas of planning officers; and
5. discuss the plans and expectations for the upcoming year 2020.

#### II. Legal Basis

1. Approved WFP duly submitted in the PMIS for the FY 2018
2. Budget Allocation is in compliance with the Order from the Office of the Secretary to submit the FY 2019 Budgetary Requirements and DepEd Order No. 15, s. 2017 otherwise known as the "Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education."

#### III. Matrix of Activities

##### Day 1 – Monday – December 2, 2018

Time	Activity	Locus of Control
06:30 AM to 08:00 AM	Arrival, Check-In	PPRD Chief and Staff

##### Day 2 – Monday – December 3, 2018

Time	Activity	Locus of Control
06:30 AM to 08:00 AM	Breakfast, Attendance	PPRD Chief and Staff
08:00 AM to 08:15 AM	Preliminaries	PPRD Chief and Staff
08:00 AM to 12:00 PM	Presentation of PMIS Updates	by SDO
12:00 PM – 01:00 PM	Lunch	PPRD Chief and Staff
01:00 PM – 05:00 PM	Updates on Research and data management, and policy development process	

##### Day 3 – Monday – December 4, 2018

Time	Activity	Locus of Control
06:30 AM to 08:00 AM	Breakfast, Attendance	PPRD Chief and Staff
08:00 AM to 08:15 AM	Preliminaries	PPRD Chief and Staff
08:00 AM to 12:00 PM	Presentation of Regional 2020 Calendar of Activities	

12:00 PM – 01:00 PM	Lunch	
01:00 PM – 04:00 PM	Workshop: SDO 2020 Activity Plan	By SDO
04:00 PM – 05:00 PM	Closing and Next Step	

#### IV. Food, Accommodation and Venue Requirements

Item	Breakfast
Food	46 pax (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner)
Venue	1 Plenary

#### V. Participants

RO			SDO		
1 <sup>st</sup> Preference	2 <sup>nd</sup> Preference	3 <sup>rd</sup> Preference	1 <sup>st</sup> Preference	2 <sup>nd</sup> Preference	3 <sup>rd</sup> Preference
PPRD Chief			SEPS-PR	Representative	
PPRD EPS			PO III	Representative	
PPRD PO III					
PPRD EPS II					
PPRD AO II					
PPRD Statistician I					
PPRD Admin Assistant I					

#### V. Budget

Item	Day 1
Food, Venue and Accommodation	46 x 2 Days x Php 2000.00 = P 184,000.00
	P 184,000 X 5% = 9,200
<b>Grand Total</b>	<b>P 193,200.00</b>

updates on research and data management, and policy development process. Updates