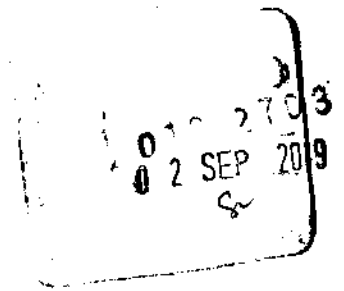




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net



August 30, 2019

TRAVEL ORDER

No. 104, s. 2019

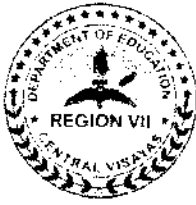
TO : **MA. IRENE CECILIA A. ELEMIA**
Administrative Assistant II
Division Office

1. You are hereby directed to attend the **REGIONAL TRAINING OF TRAINERS FOR PMIS – BATCH 1** on **September 2-6, 2019** at **Cebu City**.
2. Further, you are requested to bring laptop, extension cord and pocket WiFi.
3. Transportation, incidental expenses and other related expenses shall be chargeable against division local funds subject to the usual accounting, and auditing rules and regulations.
4. For more details, please refer to the attached Regional Memorandum 443 s. 2019.
5. For your guidance and compliance.

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

09-02-19

Tel. Nos: (035) 225-2636 / 225-0667/422-7644 (Division Sup't's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);
(035) 225-8180 (SGCO); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Records Section);
(035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections);
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3021 (Supply Section)



AUG 27 2019

REGIONAL MEMORANDUM

No. **0443**, s. 2019


REGIONAL TRAINING OF TRAINERS FOR PMIS - BATCH 1

To: Schools Division/City Superintendents

1. In line with the release of the newly improved Program Management Information System (PMIS) this Office will be conducting the Regional Training of Trainers for PMIS-Batch 1 on September 2-6, 2019 at Cebu City. Final venue to be announced in a separate issuance.
2. Participants to this activity shall be the following:

Regional Office	No. of Personnel
Policy, Planning and Research Division	8
Schools Division Office	No. of Personnel
Planning Officer III or Permanent Representative	19
Senior Education Program Specialist or Permanent Representative	15

3. All participants are required to bring their respective laptops, extension cords and portable WiFi devices. In addition, all participants are required to bring softcopy of duly approved 2019 WFP and draft Project Proposal for FY 2020.
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


SALUSTIANO T. JIMENEZ, CESO V
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

PPRD /IAJ/MCD/evg

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>	September 2-6, 2019
<i>Functional Division</i>	Policy, Planning and Research Division (PPRD)

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

Day 0	Time	Activity	Locus of Control
1 September 2019	8:00 AM to 2:00 PM	Logistical Preparation and Last Minute Preparations	PPRD Staff
	2:00 PM to 5:00 PM	Check-in of Participants Dinner	PPRD Staff
Day 1	Time	Activity	Locus of Control
2 September 2019	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 Mr. Misael G. Borgonia Chief, PPRD
	8:20 AM to 12:00 PM	Module 1: -Key Planning Concepts	Central Office / Regional Office Facilitators
	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Module 2: -PMIS Primer -Users of PMIS -Basics of WFP	Central Office / Regional Office Facilitators
Day 2	Time	Activity	Locus of Control
3 September 2019	6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
	8:01 AM to 8:20 AM	Preliminaries -Prayer -Recap	PPRD Staff
	8:20 AM to 12:00 PM	Module 3: -Uploading of WFP/Expenditure Matrix -Hands-on Exercise	Central Office / Regional Office Facilitators

	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Module 4: -Approval of WFP -Consolidation of WFP -Basic Concepts of Preparing Procurement Planning	Central Office / Regional Office Facilitators
Day 3	Time	Activity	Locus of Control
4 September 2019	6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
	8:01 AM to 8:20 AM	Preliminaries -Prayer -Recap	PPRD Staff
	8:20 AM to 12:00 PM	Module 5: -PPMP and APP-CSE Preparation -Hands-on Exercise	Central Office / Regional Office Facilitators
	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Module 6: -Basics of AR and ATC -AR and ATC Preparation -AR and ATC Approval	Central Office / Regional Office Facilitators
Day 4	Time	Activity	Locus of Control
5 September 2019	6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
	8:01 AM to 8:20 AM	Preliminaries -Prayer -Recap	PPRD Staff
	8:20 AM to 12:00 PM	Module 7: -AR and ATC Hands-on Exercise -Accomplishment Reporting -Hands-on Exercise	Central Office / Regional Office Facilitators
	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Module 8: -BAC Secretariat Module -Supply Module -Basic Inputs Module	
Day 5	Time	Activity	Locus of Control
6 September 2019	6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
	9:01 AM to 9:20 AM	Preliminaries -Prayer -Recap	PPRD Staff
	9:30 AM to 12:00 PM	Certifying Examinations	
	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Awarding and Closing Ceremony Next Steps	PPRD Staff
Day 6	Time	Activity	Locus of Control
7 September 2019	6:00 AM to 10:00 AM	Breakfast	PPRD Staff
	12:00 NN	Check-out	PPRD Staff

IV. Food, Accommodation and Venue Requirements

Item	Sept. 1	Sept. 2	Sept. 3	Sept. 4	Sept. 5	Sept. 6	Sept. 7
Food	D - 34	B - 42 AS - 42 L - 42 PS - 42 D - 42	B - 42 AS - 42 L - 42 PS - 42 D - 42	B - 42 AS - 42 L - 42 PS - 42 D - 42	B - 42 AS - 42 L - 42 PS - 42 D - 42	B - 42 AS - 42 L - 42 PS - 42 D - 42	B - 30
<u>Legend:</u> B - Breakfast AS - AM Snacks L - Lunch PS - PM Snacks D - Dinner							
Venue	N/A	1 Plenary	1 Plenary	1 Plenary	1 Plenary	1 Plenary	N/A
Accommodation for DO Participants	34 pax for Triple Sharing	34 pax for Triple Sharing	34 pax for Triple Sharing	34 pax for Triple Sharing	34 pax for Triple Sharing	34 pax for Triple Sharing	N/A
Accommodation for RO	3 rooms for TS	3 rooms for TS	3 rooms for TS	3 rooms for TS	3 rooms for TS	3 rooms for TS	Check-out
<u>Legend:</u> TS - Triple Sharing							

VI. Budget

Item	Sept. 1	Sept. 2	Sept. 3	Sept. 4	Sept. 5	Sept. 6	Sept. 7
Food, Venue and Accommodation	42 x Php 1,890.00	42 x Php 1,890.00	42 x Php 1,890.00	42 x Php 1,890.00	42 x Php 1,890.00	42 x Php 1,890.00	N/A
	Php 79,380.00	Php 79,380.00	Php 79,380.00	Php 79,380.00	Php 79,380.00	Php 79,380.00	
TOTAL				Php 476,280.00			