



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Office of the Schools Division Superintendent


11 May 2021

OFFICE MEMORANDUM

**RE-ORIENTATION ON THE OPERATIONALIZATION OF THE
PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

To : CID and SGOD Chief Education Supervisors
Public Schools District Supervisors/Education Program Supervisors
Section/Unit Heads
Program Owners
Others Concerned

1. In compliance with the Department of Education (DepEd) Order 11, series 2021 entitled *Guidelines on the Operationalization of the Program Management Information System*, this Office through the Schools Governance and Operations Division – Planning and Research Section as the overall in-charge of PMIS will conduct the re-orientation on **Program Management Information System (PMIS) 25 May 2021, 8:30 AM to 3:45 PM through Microsoft Teams. Link will be announced on the date of the orientation.** Please refer to Enclosure 1 of this Memorandum for the indicative re-orientation matrix.
2. Expected participants are as follows: (1) CID and SGOD Chief Education Supervisors, (2) Public School District Supervisors/Education Program Supervisors, (3) Section/Unit Heads, (4) Program Owners, (5) and all other concerned personnel involved in program and procurement management.
3. PMIS processes must be strictly followed in the Schools Division Office Proper. To review the references, please access through <http://bit.ly/PMISReferences>.
4. Immediate and wide dissemination of this Memorandum is required.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

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ISO 9001:2015 Certified
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Enclosure 1 to Office Memorandum

INDICATIVE RE-ORIENTATION MATRIX
25 May 2021, MS Teams

TIME	ACTIVITY	FACILITATOR/SPEAKER
8:30 AM – 8:45 AM	Preliminaries	AVP
8:46 AM – 9:00 AM	Statement of Purpose/ Message	Christopher C. Benigno OIC – Assistant Schools Division Superintendent
9:01 AM- 10:00 AM	Overview of PMIS	Olivia O. Gomez Planning Officer III
	Functions of Focal Persons	
10:01 AM – 10:15 AM	Health break	
10:16 AM – 12:00 NN	Simulation	Fevie B. Cosi Administrative Assistant III
		Account Users
12:01 NN – 1: 00 PM	Lunch Break	
1:01 PM -3:00 PM	Financial Matters	Belen R. Tomin Budget Officer
		Lilibeth G. Degsi Accountant
3:01 PM – 3:30 PM	Synthesis	c/o PR & SMME
3:31 – 3:45 PM	Closing message	Marie Carolyn B. Verano, CESO V Schools Division Superintendent



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