



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

OCT 31 2024

**DIVISION MEMORANDUM**

No. 446, s. 2024

**DIVISION REFRESHER ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Concerned SDO Personnel

1. This Office announces the conduct of **"Division Refresher on Program Management Information System (PMIS)"** on **November 11-12, 2024**, at a venue to be announced later.
2. This activity aims to ensure that all concerned personnel have a common understanding of PMIS processes, including encoding, monitoring, and report generation, while addressing recent system updates and troubleshooting techniques.
3. The following SDO personnel are the participants to this activity:

- |                                     |   |                                       |
|-------------------------------------|---|---------------------------------------|
| 1. Carolina S. Violeta, EdD, CESO V | - | Schools Division Superintendent       |
| 2. Armando C. Capili, EdD           | - | Asst. Schools Division Superintendent |
| 3. Ramon C. Perez                   | - | SGOD Chief                            |
| 4. Milagros M. Peñaflor             | - | CID Chief                             |
| 5. Rhodora C. Ganzon                | - | Budget Officer                        |
| 6. Myra V. Dilig                    | - | Accountant III                        |
| 7. Perlie Ann T. Samonte            | - | Planning Officer III                  |
| 8. Ethel Joyce Bartolome            | - | Supply Officer                        |
| 9. Hermie G. Duran                  | - | SEPS-M&E                              |
| 10. Raymond Joseph V. Mendoza       | - | Senior Education Program Specialist   |
| 11. Francez Paulene Tabije          | - | Education Program Specialist II       |
| 12. Christer Daves N. Salvador      | - | ADAS I                                |
| 13. Jho Andrea L. Macalinao         | - | ADAS VI                               |
| 14. Edwin R. Bermillo               | - | Education Program Supervisor          |
| 15. Renato De Guia                  | - | ADAS III                              |
| 16. Jacqueline P. Rivera            | - | ADA I                                 |
| 17. Mark Anthony Sobrevinas         | - | IT Staff                              |



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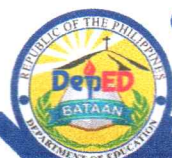
4. The abovementioned PMIS focal persons are encouraged to attend the activity. Representative will not be allowed.
5. Attached is the Activity Matrix for reference.
6. This Memorandum shall serve as the travel authority of the participants.
7. Immediate dissemination of and compliance with this Memorandum is enjoined.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent 

To be indicated in the Perpetual Index  
Under the following subjects:

MONITORING  
PROGRAM  
SYSTEM

SO3/PARTS  
October 30, 2024



Kabukiran, Calaylayan, Abucay 2114 Bataan

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*"We Mould Heroes"*



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 202-108



PHILIPPINE QUALITY AWARD  
COMMITMENT TO  
QUALITY MANAGEMENT (LEVEL II)  
2023



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Enclosure to Division Memorandum No. \_\_\_\_\_, s. 2024

**Division Refresher on Program Management Information System (PMIS)**

**Program of Activities  
Day 1**

Time	Activity	In-Charge
8:00-8:30	Registration of Participants	
8:30-9:00	Preliminaries Welcome Remarks	AVP
9:00-9:15	Statement of Objectives	<b>Ramon C. Perez</b> SGOD Chief
9:15-9:30	Pre-Assessment Test	
9:30-10:30	PMIS Overview and Objectives  Operational Planning	<b>Perlie Ann R. Torres-Samonte</b> Planning Officer III
10:30-12:00	The Budget Cycle	<b>Rhodora C. Ganzon</b> Budget Officer III
12:00-1:00	Lunch Break	
1:00-1:30	Accessing the PMIS	<b>Perlie Ann R. Torres-Samonte</b> Planning Officer III
1:30-2:15	Budget Allocation	<b>Rhodora C. Ganzon</b> Budget Officer III
2:15-4:30	Preparation, Finalization, Review and Approval of Expenditure Matrix  Preparation of Other Operational Plans	<b>Perlie Ann R. Torres-Samonte</b> Planning Officer III



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**Day 2**

<b>Time</b>	<b>Activity</b>	<b>In-Charge</b>
8:00-8:30	Preliminaries	AVP
8:30-9:30	Activity Request and Authority to Conduct	<b>Perlie Ann R. Torres-Samonte</b> Planning Officer III
9:30-10:15	Sub-Allotment Release Order	<b>Rhodora C. Ganzon</b> Budget Officer III
10:15-12:00	Monitoring of Program Accomplishment	<b>Perlie Ann R. Torres-Samonte</b> Planning Officer III
12:00-1:00	Lunch Break	
1:00-3:00	Workshop	<b>Perlie Ann R. Torres-Samonte</b> Planning Officer III <b>Rhodora C. Ganzon</b> Budget Officer III
3:00-3:45	Catch-up Planning and WFP Adjustment	<b>Perlie Ann R. Torres-Samonte</b> Planning Officer III
3:45-4:30	Closing Program and Ways Forward	