



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
Brgy. Poto, Tayabas City



DEPED-TAY-OM-SGOD-19- 412

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
HEADS, UNITS/SECTIONS
ALL OTHERS CONCERNED**

FROM : ANIANO M. OGAYON, CESO V
Schools Division Superintendent

**SUBJECT : CAPACITY BUILDING WORKSHOP ON PROGRAM
MANAGEMENT INFORMATION SYSTEM (PMIS) BASIC
INPUTS**

DATE : December 19, 2019

1. As part of the thrust to modernize education management and governance through the use of planning and other information systems, the City Schools Division of the City of Tayabas will conduct the Capacity Building Workshop on Program Management Information Systems (PMIS) Basic Inputs on December 26-27, 2019, venue to be determined.
2. The activity aims the participants to:
 - a. develop awareness on the improved basic education inputs and enhanced modules of the PMIS;
 - b. enhance the capacity of the SDO Planning Team on Basic Inputs Module and System Enhancement in the PMIS; and
 - c. integrate the PMIS Basic Inputs module's workflow processes in the functional divisions of the SDO.
3. Expenses relative to the conduct of this activity shall be charged against PMIS Downloaded Fund subject to its usual accounting rules and regulations.
4. Please see attached indicative schedule of activities and list of participants.
5. For the information and guidance of all concerned.



Indicative Schedule of Activities

Day 1 – December 26, 2019	
8:00 – 8:15 AM	Registration
8:15 – 8:30 AM	Opening Preliminaries
8:30 – 9:00 AM	Objective Setting PMIS Updates and System Overview
9:00 – 9:30 AM	PMIS Phase I – Status of Usage Implementation Requesting, Reviewing and Approval of AR/ATC
9:30 – 12:00 PM	Uploading of WFP in the PMIS and Hands- on Exercise
12:00 – 1:00 PM	HEALTH BREAK
1:00 – 2:00 PM	Uploading of Common-Use Supplies (CSE) Master List Hands- on Exercise
2:00 – 3:00 PM	Enhancement of APP-PPMP Module and Hands on Exercise
3:00 – 4:00 PM	Receipt and Recording of Sub-ARO and Hands- on Exercise
4:00 – 5:00 PM	Uploading of Financial Accomplishment (ORS Data and Hands- on Exercise
Day 2 – December 27, 2019	
8:00 – 8:30 AM	Opening Preliminaries
8:30 – 9:30 AM	Uploading of Financial Accomplishment (Disbursement Data) Hands on Exercise
9:30 – 12:00 PM	Basic Education Inputs Reporting and Hands- on Exercise
12:00 – 1:00 PM	HEALTH BREAK
1:00 – 2:30 PM	Basic Education Inputs Reporting (Plantilla Items) Hands on Exercise
2:30 – 3:30 PM	Basic Education Inputs Reporting (BEFF) Hands- on Exercise
3:30 – 5:00 PM	Next Steps Closing Program

LIST OF PARTICIPANTS

Participants	Number of Pax
Office of the Schools Division Superintendent	10
Office of the School Governance and Operations Division	9
Office of the Curriculum and Implementation Division	11
TOTAL PAX	30