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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
*Regional Office No. 02 (Cagayan Valley)*  
Regional Government Center, Carig Sur, Tuguegarao City, 3500



MEMORANDUM

To: **Schools Division/City Superintendents**

From: **ESTELA L. CARIÑO, EdD., CESO IV**  
Director IV/Regional Director

For the Regional Director

**ATTY. JOSE MARIO M. MACARILAY**  
Chief Administrative Officer  
Officer – In- Charge  
Office of the Regional Director

Date: October 7, 2019

Subject: **Corrigendum/Addendum to the Regional Training on Program Management Information System (PMIS) Basic Inputs Module and Other System Enhancement and Monitoring of System Installation**

This serves as a corrigendum/addendum to the Unnumbered Regional Memorandum dated October 2, 2019 signed by the OIC- Assistant Regional Director **Rhoda T. Razon** re Regional Training on Program Management Information System (PMIS) Basic Inputs Module and Other System Enhancement and Monitoring of System Installation at DepEd R02, NEAP- R Conference Hall, Carig Sur, Tuguegarao City on October 14-17, 2019, at 8:00 o'clock AM.

Additional participant from the Division of Quirino, Elvira Balido, Budget Officer to attend the said training.

Additional information for **Personnel Officers** on the Updating of FY 2019 Newly Created Positions Status of Filling Up Using the Program Management Information System (PMIS) on October 15, 2019 only, same venue. (Attached is the advance copy of the Memorandum)

Bring laptop and extension cord for the simulation-workshop.

Travelling and other expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and strict compliance.



PPRD/ftv/etb

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As of: 07-02-2018



Republic of the Philippines  
**Department of**

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

**Advance Copy**

**MEMORANDUM**  
**OM-PHRODFO-2019-\_\_\_\_\_**

**TO :** Estela L. Cariño, Regional Director  
Chief of Quality Assurance Division  
Administrative Officer V of Administrative Division-Personnel  
All Schools Division Superintendents of RO II  
All Human Resource Management Officers

**FROM :** JESUS L.R. MATEO  
*Undersecretary for Planning, HROD and Field Operations*

**SUBJECT :** *Updating of FY 2019 Newly Created Positions Status of Filling-up using the Program Management Information System (PMIS)*

**DATE :** October 02, 2019

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In reference to DM-PHRODFO-2019-00624 with the subject Monitoring of FY 2019 Newly Created Positions, dated July 10, 2019 this is to reiterate the use of Program Management Information System (PMIS) to effectively monitor and track the progress of filling-up of plantilla items.

Moreover, your Regional Office through the Policy, Planning and Research Division will conduct the Regional Training of Trainers on PMIS Basic Input Module and other System Enhancements cum Monitoring of System Installation to the Regional Office at NEAP RELC DepEd RO II, Carig Sur, Tuguegarao City on October 14-18, 2019 (inclusive of travel time). Part of this activity is strengthening the capacity of the end-users on Plantilla Monitoring using the PMIS thus it expected that personnel in-charge of this basic input monitoring in the region shall cascade this training in the Schools Division Offices.

In line with this, may we invite all **Division Human Resource Management Officers II (HRMO-II)** on **October 15, 2019** from **9:00 AM** onwards to attend a short orientation and actual updating of status of filling-up of the 10,000 newly created positions for FY 2019 using the PMIS. We would like to request the attendees to bring copy of latest NOSCA, updated PSiPOP data and all other data relative to FY 2017 and FY 2018 filling-up of newly created teaching and finance positions. We also encourage bringing of laptop and portable WIFI device for back-up internet connection since the activity will be using an online system.

For queries and concerns, please contact Ms. Zaida Fe Briones of Planning and Programming Division – Planning Service through telephone nos. (02) 633-7216 or 638-8634 or email through [ps.ppd@deped.gov.ph](mailto:ps.ppd@deped.gov.ph)

Looking forward to your usual support and cooperation.



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**



MEMORANDUM

100219166

To: **Schools Division/City Superintendents  
 RO Functional Division Chiefs**

From: **ESTELA L. CARIÑO, EdD., CESO IV  
 Director IV/Regional Director**

For the Regional Director

**RHODA BRAZON** *for*  
 Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Asst. Regional Director

Date: October 2, 2019

Subject: **Regional Training on Program Management Information System (PMIS) Basic  
 Inputs Module and Other System Enhancement and Monitoring of System  
 Installation**

DepEd Regional Office No. 02, through the Policy, Planning and Research Division will conduct a Regional Training on Program Management Information System (PMIS) Basic Inputs Module and Other System Enhancement and Monitoring of System Installation at DepEd R02, NEAP- R Conference Hall, Carig Sur, Tuguegarao City on October 14-17, 2019, at 8:00 o'clock AM.

The activity aims to come up with:

- PMIS installation cum monitoring to all functional divisions of the Regional Office
- strengthen the capacity of the primary users on Basic Input Modules and Enhancement of the PMIS
- train the PMIS Regional Implementation Team for the usage and cascading of the PMIS to the Schools Division Offices

Participants: (Please see attached sheet for details)

Bring laptop and extension cord for the simulation-workshop.

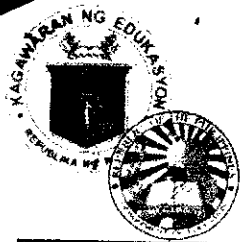
Travelling and other expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and strict compliance.

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION

Regional Government Center, Carig Sur, Tuguegarao City, 3501



October 2, 2019

**ROGER B. MASAPOL**  
Director IV  
Planning Service  
Department of Education  
DepEd Complex, Meralco Avenue

Sir:

Our warmest Greetings!

The DepEd Regional Office 02, through the Policy, Planning and Research Division (PPRD) will conduct the Regional Training on Program Management Information System (PMIS) Basic Education Inputs Module and Other System Enhancement and Monitoring of System Installation at NEAP R DepEd R02, Carig Sur, Tuguegarao City, on October 14-17, 2019.

Anent this, may we respectfully request the expertise of Ten (10) Central Office staff from the following offices to serve as Resource Speakers and Facilitators during the training:

1. Planning and Programming Division (PPD)
2. Procurement Management Service (ProcMS)
3. Asset Management Division (AMD)
4. Budget Division (BD)
5. Education Facilities Division (EFD)
6. Information and Communications Technology Service (ICTS)

Thank you very much for your favorable response to this request.

Very truly yours,

**ESTELA L. CARIÑO, EdD., CESO IV**  
Director IV/Regional Director

For the Regional Director:

*Razon*  
**RHODA TORAZON** 6, 7  
Schools Division Superintendent  
Officer-in-Charge  
Office of the Assistant Regional Director

PPRD/iv-eth

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