



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY

022221127

February 22, 2021

REGIONAL MEMORANDUM

No. 031, s. 2021

AGREEMENTS DURING THE RETOOLING OF PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) USERS OF REGIONAL OFFICE

To: Schools Division Superintendents
 Chiefs of RO Functional Divisions
 Unit/Section Heads

1. As a result of the Retooling of Program Management Information System Users of Regional Office on February 17, 2021 at the Main Conference Hall, the agreements drawn are the following:

Activity	Focal Person/Division	Timeline
a. Complete Uploading of Expenditure Matrix	Operating Units and PPRD	February 19, 2021
b. Submission of Approved WFP-PMIS to CO for Completion Tagging	PPRD	February 22-26, 2021
c. Implementation of 2021 Plan (PMIS Based)	Operating Units	March 1, 2021 onwards
d. Full swing implementation of PMIS	Division/Section/Unit	
e. Active participation of Process owner (Verification Account)	Operating Units QAD PPRD ORD Finance Division ORD	Whole year
f. Encoding of Accomplishment report	Operating units	Whole year
g. PMIS Monitoring	Finance Division, PPRD and Operating units	Whole year
h. Plan Adjustment	Operating Units	10 days after Quarterly PIR
i. Year End RMEA-PIR (Generation of	QAD	December 2021



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Accomplishment Report)		
j. Technical Assistance	PPRD, QAD, Finance, ORD	Whole year

2. Those with specific review and monitoring accounts (RO and SDO) are hereby mandated to perform their special tasks which are:

RO	SDO	Roles & functions/Process
PPRD	SGOD - Planning and Research Section	<ul style="list-style-type: none"> ➤ Ensure alignment of WFPs with policy directives and strategic directions of DepEd; ➤ Evaluate the proposed budget based on physical plan ➤ In coordination with Finance, reconciles financial and physical requirements ➤ Prepare and submit consolidated physical report ➤ Initiate plans and policy adjustments based on reports ➤ Recommend necessary actions (plan adjustment) to management
Finance Division	OSDS- Finance Unit (Budget)	<ul style="list-style-type: none"> ➤ In coordination with Planning Unit, reconcile financial requirements based on physical plan during budget preparation ➤ Evaluate the proposed budget of different offices ➤ Prepare and confirm receipt of Sub-ARO/fund transfer ➤ Analyze financial report of operations for submission to various agencies ➤ In coordination with QAD reconcile physical and financial reports ➤ Prepare and submit result of financial report and evaluation
QAD	SGOD - School Mgt. Monitoring & Evaluation Section	<ul style="list-style-type: none"> ➤ Oversee programs/projects implementation and recommend necessary actions (plan adjustment) to management ➤ In coordination with Finance, reconciles financial and physical reports



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Asset Management Section	Property and Supply Unit	➤ Review List of CSE and consolidate into of APP-CSE.
ORD- Regional Director	Schools Division Superintendent	➤ Approve WFP/ Implementing Guidelines (Central Office) ➤ Direct actions to be taken based on recommendations ➤ Issue policies, if necessary
Planning Officer	Division Planning Officer	➤ Review the uploaded workplan ➤ Confirms the workplan, status WFP for Verification ➤ Print Summary of WFP ➤ Review the Accomplishment report ➤ Confirms the accomplishment report
QAD Finance Officer	SEPS-M&E SDO Finance Officer	Review submitted AR/ATC ➤ Create, review, & confirm the budget allocation ➤ Review the AR/ATC for Verification ➤ Uploading of ORS Data
Accounting Officer	SDO Accounting Officer	➤ Review the AR/ATC for Approval ➤ Uploading of Disbursement Data
Approving Authority	Schools Division Superintendents	➤ Review the ATC for Approval

3. Assigned Focal Person/PMIS administrator per Functional Division/Operating Unit, is expected to perform the different processes for the full swing implementation of the PMIS. (Attached is the list of focal person/administrator)
4. For information, guidance and compliance.


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Director IV/Regional Director

PPRD/ftw/mvm



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Division/Office	Focal Person
FINANCE	ROGIE SION
CLMD	MA. THERESA F. TAMAYAO
ESSD	ENGR. GAY SORIANO
FTAD	DENIS ESPINOZA
HRDD	LIBERATO UMANGAY
ORD PROPER	ISIDRA L. NICOLAS
LEGAL	DOMINIQUE MIRALES
PAU	MARIBEL C. BUYOGAN
ICTU	CHRISTIAN ROY N. MELAD
QAD	JOEY APOLINARIO
ADMIN	PETER BALANI & MAX MEDRANO
PPRD	MARLON B. MATUSALEM



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