



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

May 6, 2021

**OFFICE MEMORANDUM**  
OM No. 036, s. 2021

**UTILIZATION OF ACTIVITY REQUEST AND AUTHORITY TO CONDUCT FORM**

**TO:** OIC – Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Section/Unit Heads  
Program Coordinators  
All Others Concerned

Effective May 17, 2021 all Division Operating Units and Program Implementors with Approved Budget (GASS, HRTD, SARO) are advised to use the template **Activity Request and Authority to Conduct (AR/ATC)** instead of the *PPA Request and Authority to Implement* which can be downloaded thru [tinyurl.com/dopersonneltemplate](http://tinyurl.com/dopersonneltemplate) under the SGOD Planning and Research Section – Planning folder. This is in connection with the implementation of DepEd Order 11 s. 2021 Guidelines on the Operationalization of the Program Management Information System.

Processing of AR/ATC shall be done ahead of time with proper attachment as indicated in the template.

Strict compliance to this Memorandum is desired.

**ELIAS A. ALICAYA JR, EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

DEPED - QUEZON ICT UNIT	
<b>UPLOADED</b>	
Date/Time:	5/7/2021
By:	Rommel
Ref. no.:	OM036, s. 2021

Pamjdf05/06/2021

DEPEDQUEZON-TM-SDS-04-010-004



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





Republic of the Philippines  
**Department of Education**

24 FEB 2021

DepEd ORDER  
No. **011** s. 2021

**GUIDELINES ON THE OPERATIONALIZATION OF THE PROGRAM  
MANAGEMENT INFORMATION SYSTEM**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned


1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Operationalization of the Program Management Information System (PMIS)**. The PMIS was developed to support the Department's Planning and Budget Strategy. The system shall be the official source of data on programs, projects and activities (PPAs) of DepEd from planning to implementation.
2. It aims to
  - a. support the effective and efficient management of plans and programs,
  - b. increase transparency of plans and programs at all levels of governance from DepEd Central Office to schools,
  - c. provide a platform that encourages a more diligent and systematic preparation of plans and utilization of budgets,
  - d. aid in policy formulation and decision-making, and
  - e. enforce standards for planning and plan implementation.
3. This issuance provides guidelines on the processes, timelines, and accountability on the use of the PMIS in the Department.
4. The PMIS can be accessed through the web address <http://pmis.deped.gov.ph>.
5. All DepEd Orders and other related issuances, rules and regulations, and provisions which are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
6. This Order shall take effect immediately upon its approval, issuance, and publication online at [www.deped.gov.ph](http://www.deped.gov.ph).
7. Immediate dissemination of and strict compliance with this Order is directed.



To authenticate this document,  
please scan the QR code.



DEPED-OSEC-436657

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

References:

DepEd Order Nos.: 67, s. 2016; and 16, s. 2018

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

BUDGET  
BUREAUS AND OFFICES  
PROGRAMS  
PROJECTS  
POLICY  
RULES AND REGULATIONS  
SCHOOLS

JDMC/SMMA/APA/MPC, DO Guidelines on the Operationalization of the PMIS  
0030/January 29, 2021/0243- October 12, 2020

**GUIDELINES ON THE OPERATIONALIZATION OF THE  
PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

**I. Rationale**

As provided for in the Constitution, the Department of Education (DepEd) receives the highest allocation in the annual national budget. Additionally, among the government agencies, DepEd is the largest bureaucracy with 932,725<sup>1</sup> personnel serving around 27 million learners nationwide during the School Year 2019-2020. Given the complexity in implementing various programs and projects, there are challenges in monitoring and evaluation of all interventions being implemented across all governance levels of the Department. This results to inaccurate tracking of outputs and outcomes of programs, activities and projects, submission of inaccurate reports and analysis of implementation status, inability of program owners to provide real-time and accurate information to the management for evidence-based decision making, and difficulty in linking the findings of the monitoring and evaluation with plan formulation, execution and budget utilization.

Majority of the operating units in DepEd practice manual monitoring of their programs and projects using different tools, techniques, and standards. This, however, has resulted to delayed and inconsistent implementation with various interpretations of DepEd's Programs/Projects/Projects (P/P/As). Thus, this has necessitated a system in the Department that will provide real-time and updated information on PPAs vis-à-vis approved plans.

As part of its efforts to improve service delivery through modernization of education management and governance, the Department of Education, through the Planning Service (PS), in coordination with Finance Service (FS), Information and Communications Technology Service (ICTS), Asset Management Division (AMD) of the Administrative Service (AS), Procurement Management Service (ProcMS), and the Basic Education Sector Transformation (BEST) Program, developed the Program Management Information System (PMIS) which shall serve as the official source of data on the PPAs of the Department from planning to implementation towards monitoring and evaluation of physical and financial targets. The PMIS is designed to a) support the effective and efficient management of plans and programs; b) increase transparency of plans and programs at all levels of governance; c) provide a platform that encourages a more careful and systematic preparation of plans and utilization of budget; d) aid in policy formulation and decision making; and e) enforce planning and implementation standards.

**II. Scope**

The PMIS shall be operationalized to support the planning, programming, and budget execution processes at the Central Office (CO), Regional Office (RO), and Schools Division Office (SDO).

This issuance covers the operationalization of the following PMIS modules:

- a. maintenance of program and project profiles;
- b. allocation of budget ceilings by PPAs;

<sup>1</sup> based on the Personal Services Itemization and Plantilla of Personnel (PSIPOP) under the Government Information Management System (GMIS) of the Department of Budget and Management (DBM), as of May 2020



To authenticate this document,  
please scan the QR code



DEPED-OSEC-436657

- c. preparation of Work and Financial Plans (WFPs) through the use of the Expenditure Matrix (EM);
- d. preparation of Project Procurement Management Plans (PPMPs) and list of Common-use Supplies and Equipment (CSEs);
- e. confirmation of WFPs, PPMPs and list of CSEs;
- f. execution of plans through the use of implementation documents such as the "Activity Request" (AR) and "Authority to Conduct" (ATC) modalities;
- g. recording of obligations and disbursements;
- h. recording of issuance and confirmation of receipt of sub-AROs;
- i. periodic reporting of physical and financial accomplishments of all PPAs;
- j. adjustment of WFPs as a result of Program Implementation Review (PIR)
- k. monitoring procurement and implementation milestones of basic education inputs such as but not limited to Plantilla, Classroom, Learning Tools and Equipment, Learning Materials; and
- l. generation of APPs and reports on the physical and financial status of programs and projects.

### III. Definition of Terms

For the purposes of this Order, the following terms are defined/understood as follows:

- a. **Activity Request (AR)** is a plan implementation document secured prior to the conduct of an activity which is included in the approved WFP (Original and Adjusted) and within the set threshold.
- b. **Annual Procurement Plan (APP)** is the consolidated Project Procurement Management Plan (PPMP). This document reflects the necessary information on the entire procurement activities that is planned to be undertaken within the calendar year.
- c. **Annual Procurement Plan - Common-use Supplies and Equipment (APP-CSE)** is an Annual Procurement Plan which outlines the common-use supplies and equipment of the operating unit to be procured by the supply unit for the entire fiscal year.
- d. **Authority to Conduct (ATC)** is a plan implementation document that is secured prior to the conduct of an activity which is not included in the approved WFP, or for conduct of any activity that has major deviations from the approved plan such as increase in the budget requirement for an activity exceeding a given threshold, and change in the nature or scope of an activity.
- e. **Basic Inputs (BI)** refers to the crucial resources allocated to schools and community learning centers needed for the delivery of basic education. These include, but are not limited to, facilities, teaching and non-teaching personnel, computers and electronic classroom packages, textbooks and other instructional materials, learning tools and equipment (Science & Math Equipment and Technical, Vocational and Livelihood Equipment) and other basic inputs.
- f. **BP 201** refers to a budget preparation form prescribed by DBM in the preparation of annual budget (e.g. FY 2020 Actual, FY 2021 Current and FY 2022 Total Proposed Program). The form reflects the summary of obligations and the proposed programs/projects in a comparative matrix



To authenticate this document,  
please scan the QR code



DEPED-OSEC-436657

which includes programs/projects/activities (P/P/As) or components thereof that address the specific commitment of the department, including appropriate justification as may be necessary.

- g. **Catch-Up Plan** refers to the strategies that the operating units will undertake to keep the implementation of PPAs on track as planned (timeliness and quality) and to ensure that the desired results are achieved.
- h. **Level of Governance** is a term used to describe the way authority is spread vertically between DepEd. The highest level is the Central Office (policy makers) headed by the Secretary herself followed by Regional Offices (ROs) headed by a Director, Schools Division Offices (SDOs) headed by a Division Superintendent and the School as the major implementers of policies and Programs/Projects/Activities (P/P/As).
- i. **Major Programs and Projects** refers to a work or package of works expected to be delivered by DepEd in order to achieve its desired organizational outcome. Under the Program Expenditure Classification Program (PREXC), DepEd has sub-programs and projects under the five major programs in the Operations budget structure such as Basic Education Inputs Program, Inclusive Education Program, Support to Schools and Learners Program, Education Policy Development Program and Education Human Resource Program.
- j. **Monitoring and Evaluation (M&E)** is a systematic process of gathering, processing, analyzing, interpreting, and storing data and information thereby setting into motion a series of managerial actions for the purpose of ascertaining the realization of set objectives.
- k. **Operating Unit (OU)** refers to any unit in DepEd across all governance levels that provides support and/or implement programs, projects, and activities relative to the delivery of basic education in line with the provisions of R.A. 9155.
- l. **Program/Project Profile** contains information about the program/project such as the problems being addressed, key strategies to address the problems, program beneficiaries/ recipients, duration of the intervention, multi-year funding requirements, and risk and assumption. It also includes the desired results (outcome and impact) after the intervention as well as basic information on the implementing office which manages the program/project.
- m. **Program Implementation Review (PIR) and Plan Adjustment** are conducted quarterly to measure the performance of PPAs in terms of efficiency and effectiveness. In terms of efficiency, the review tracks the accomplishments of the outputs and activities, and the utilization of the budget. On the other hand, effectiveness focuses on the realization of outcomes as manifested in the Key Performance Indicators (KPIs). The quarterly review is a mechanism that allows DepEd to get updated information on the performance of PPAs, and timely response on the bottlenecks, challenges, and constraints encountered by the program proponents affecting the delivery of basic education services. After the conduct of the PIR, program proponents are given ten (10) working days to revise their Work and Financial Plan through Plan Adjustment.



To authenticate this document,  
please scan the QR code



DEPED-OSEC-436657

- n. **Progress Monitoring** refers to the systematic and objective assessment of an on-going implementation of a plan or project. It aims to steer the implementation as efficiently as possible based on empirical facts determined through a systematic observation and documentation process and through a verifiable assessment process.
- o. **Program Owners** is a term used to describe or group of people in an office of the the Central, Regional and Schools Division levels that serves as the overall in-charge of a specific program or project of DepEd. They are responsible for the formulation of plans and budget, its execution and implementation as well as the monitoring of the accomplishment of the committed outputs and outcomes.
- p. **Project Procurement Management Plan (PPMP)** refers to the procurement plan of a specific PPA of an implementing office. This includes information on whether the PPAs will be contracted out, implemented by administration or consigned, the type and objectives of contract to be employed, the extent/size of contract scope/packages, the procurement methods to be adopted, time schedule for each procurement activity and contract implementation, and the estimated budget for the general components of the contract.
- q. **Triangulation Process** refers to the activity conducted by the created technical working group in order to ensure that the submitted work and financial plans are within their office mandate and priorities. The TWG also ensures during the process that the physical, financial, and procurement plans are sychronized and aligned with policies, rules and regulations of the Department and other oversight agencies.
- r. **Work and Financial Plan (WFP)** is an operational planning document generated from the uploaded Expenditure Matrix (EM) that outlines the complete course of action (activities) to be undertaken, indicators, major deliverables and milestones, schedule and duration, and the budgetary requirements. The WFP in the PMIS consists of the Physical Plan, Monthly Obligation Program, and Monthly Disbursement Program as prescribed by the Department of Budget and Management (DBM). This document serves as the basis for the execution phase of the budget in processing the obligation and disbursement required for the activity being requested. **Adjusted Work and Financial Plan** is a result of the adjustments made in the WFP as recommended after the conduct of the quarterly PIR.

#### IV. Policy Statement

The operationalization of the PMIS is in support of the Department's strategic goal of "**Modernizing Education Management and Governance**". Through this information system, core systems and processes are automated and streamlined, thereby, improving the delivery of education programs and projects. The system is also designed to be capable of being linked with other information systems of the Department and with other government agencies, particularly those systems from the oversight or regulatory agencies in order to achieve greater transparency, accountability, and participation, resulting to enhanced governance.

Additionally, these guidelines serve as support mechanism in the implementation of the Department's policies, especially on the receipt, release and use of funds and its



To authenticate this document,  
please scan the QR code



DEPED-OSEC-436657

governing budgeting, accounting and auditing rules and regulations, as well as procurement (e.g. guide to monitor fund utilization and compliance to various department orders and Commission on Audit issuances on program implementation).

## V. PMIS Major Processes and Accountability per Level of Governance

### A. Accessing the PMIS

1. The PMIS is accessed through the web address <http://pmis.deped.gov.ph>. All operating units at the CO, ROs, and SDOs are given their respective user accounts in consideration of their authorized access rights and privileges. An operating unit account shall have access to the following:
  - a. their approved allocation in the NEP/GAA and downloaded Program Support Fund (PSF)
  - b. facility for downloading and uploading of the Expenditure Matrix to generate the approved WFP
  - c. facility to prepare details and schedule of PPMP
  - d. facility to prepare list of APP-CSE
  - e. facility for preparation and submission of their respective ARs and ATCs
  - f. facility to record the status of physical accomplishment
  - g. facility to adjust the WFP after the conduct of PIR
2. Offices managing basic education inputs program and other programs under the Basic Education Inputs Module of PMIS are provided with access to facilities for recording the target and actual recipients of the program, schedule of program/activity milestones, and description of input/s to be distributed.
3. Planning, Finance (Budget, Accounting, Cashier's Office), Supply Office, and Procurement are provided with access to dashboards and reports facilities such as the status of submission of WFPs, PPMPs, and APP-CSEs, updates on procurement and implementation of PPAs, and fund utilization and viewing of submitted AR and ATC to aid in their oversight functions.
4. Members of the ExeCom, Bureau and Service Directors, Heads of Regional Offices and Schools Divisions Offices, shall have access to dashboards to view the profile of programs and projects and facilities for approval of ARs and ATCs within their authority.
5. User accounts in the system are created and maintained by the designated User Account Administrator. The issuance of user accounts to individual users shall be upon the request and recommendation of the head of the operating unit being represented by the user. The following offices in each governance level serves as User Account Administrator:

Governance Level	Office	Scope
Central Office	ICTS - User Support Division	CO OUs
Regional Office	ORD - ICT Unit	RO OUs
Schools Division Offices	OSDS - ICT Unit	SDO OUs



To authenticate this document, please scan the QR code.



DEPED-OSEC-436657



## **B. Preparing Plans and Budgets**

### **1. Maintain Program & Project Profile**

- a. Offices at the Central Office handling major programs and projects create and maintain profiles for all nationally-funded (GAA) and foreign-funded programs and projects in the PMIS. Each program and project is uniquely identified through a Program/Project ID that is automatically generated and assigned by the system.
- b. This document profile contains information about the program/project such as definition of the problems it seeks to address, key strategies to address the problems, identified beneficiaries, duration of the intervention, multi-year funding requirements, and risks and assumptions. It also includes the desired results (outcome and impact) of the intervention. The Program and Project Profile also identifies the operating unit or office that manages the program/project. It shall be the primary source of information during the preparation of WFPs through Expenditure Matrices, and shall be the basis when conducting monitoring and evaluation.

### **2. Allocate Budget**

- a. This function of the PMIS facilitates the allocation of budget ceiling for every program/project and operating units and budget reallocation during plan adjustment. This serves as the basis for the preparation and adjustment of the WFPs through Expenditure Matrices.
- b. The Finance Service – Budget Division (FS –BD) at the Central Office level is responsible for assigning the appropriate Unified Accounts Code Structure (UACS) code for each program/project that is funded and implemented by the Department, uploading of the NEP/GAA, and downloading of PSF in the system. Meanwhile, the Finance Unit at the RO and SDO is responsible for the encoding of the approved budget ceilings for each functional division for the fiscal year as recommended by the top management per governance level. Likewise, the confirmation and assignment of downloaded PSF from Central Office and Regional Office are done by the Region/Division Budget Officers. The approving authorities in the field offices shall decide the corresponding budget ceilings designated to each functional division.

### **3. Prepare Budget Plans**

- a. All operating units at the CO, RO, and SDO are required to prepare their Expenditure Matrix using the PMIS-generated template for their office. Each Expenditure Matrix shall be prepared for every budget line item allocated to their offices. However, ROs and SDOs shall only prepare WFP through Expenditure Matrix for the funds that were directly released to their office by the DBM or as identified by the DepEd Central Office. WFPs for the funds that are downloaded as program support fund afterwards through the issuance of Sub-ARO by the Central Office to ROs and SDOs are prepared once their Finance Units confirm the receipt of the Sub-ARO. There is no need for the RO and SDO to prepare work plan for other funds downloaded which are not intended as program support fund or subsidy.
- b. The Expenditure Matrix is submitted in the system on or before the end of March during pre-planning, and on August during post-planning, unless amended/specified through a memorandum or DepEd Order. Consequently, once



To authenticate this document,  
please scan the QR code



DEPED-OSEC-436657

the EM, PPMPs, and CSE are uploaded in the PMIS, the corresponding WFP, APP, and APP-CSE are automatically generated.

- c. All the Expenditure Matrices of operating units are subject to the regular financial review and evaluation of the Finance before the conduct of triangulation and vetting processes.
- d. The WFP that is generated from the system contains the performance indicators for every output and activity. This is to measure the achievement of its objectives, major deliverables and milestones, schedule and duration, and the budgetary requirements. The WFP also reflects the estimated obligation and disbursement programs which serves as basis for requesting the issuance of Notice of Cash Allocation (NCA) by the DBM. In addition to the activities, overhead expenses for regular office operations such as utility bills, regular supplies and materials, payment for salaries of personnel under Contract of Service/Job Order, and communication and traveling expenses, among others are also programmed and reflected in the WFP. Activities with downloading of funds to lower level of governance and which includes procurement process will also be declared in the WFP. The Project Procurement Management Plan (PPMP), on the other hand, together with other procurement details is automatically generated through the PMIS to come up with the Annual Procurement Plan (APP).
- e. All operating units are responsible for the submission of their respective WFPs on time through the Expenditure Matrix, PPMP, and APP-CSE in the system.
- f. A printed copy of the WFP and PPMP is submitted to the head of office for vetting/approval. Any findings shall be communicated by the Planning to the concerned operating units for appropriate action. Once approved by the head of office, the operating units then submit the WFP through the PMIS for confirmation by the Planning office.
- g. The Planning office per governance level is responsible for the review and confirmation of the submitted WFPs. They need to ensure the alignment of the plans with DepEd's thrust and strategies, Regional Basic Education Plan (RBEP)/Division Education Development Plan (DEDP), and strategic directions through a process called triangulation prior to approval of the head of office. A Technical Working Group (TWG) composed of Planning, Finance, and Procurement can be formed to conduct triangulation in order to ensure that the submitted plans are within their office mandate and priorities. The TWG shall ensure that the physical, financial, and procurement plans are synchronized and aligned with policies, rules and regulations of the Department and other oversight agencies. Once the WFPs are generated in the system, operating units are required to submit their WFPs to the Planning office of the next governance level for confirmation. The Planning office per governance level shall make sure that the PPMPs and APP-CSEs are duly reflected in the PMIS prior to the approval of the head of office. Findings shall be immediately communicated to the concerned office to reflect or adjust the WFP. The WFPs that underwent review and approval by the head of office shall be confirmed immediately in the system by the Planning Office. The table below shows the responsible office for the review and confirmation of WFPs. The reviewer is given three (3) working days to facilitate the finalization of the WFP.

<b>Submitter</b>	<b>Reviewer</b>
CO and RO OUs	Planning Service - Planning and Programming Division
SDO OUs	Policy Planning and Research Division



To authenticate this document, please scan the QR code



DEPED-OSEC-436657

## **C. Executing and Implementing the Plan**

### **1. Record Activity Request (AR) and Authority to Conduct (ATC)**

- a. Activity Request and Authority to Conduct forms are accomplished to support the optimal and timely implementation of plans. To facilitate these new modalities of plan execution, the AR and ATC workflow process is incorporated in the system. Thus, all activities to be conducted beginning FY 2020 and onwards shall be prepared, recorded, and finalized using the AR and ATC modalities in the system.
- b. The practice of preparing the Work and Financial Plan (WFP) can be strengthened so that, in time, the AR and ATC need not to be resorted to. The WFPs of the implementing offices can be made to ensure that is information-based enough to be realistic and that it adheres to results orientation, all in the context of due diligence. Adjustment in the WFP shall then be made after the Program Implementation Review is done which is on quarterly basis.

Prior to the conduct of the activity, the implementing office prepares an AR or ATC by submitting a request using the system's AR and ATC request facility. Upon requesting, the implementing office shall submit the AR/ATC together with the required attachments to the Progress Monitoring office for evaluation and recording. If the request complied with the necessary requirements, the progress monitoring unit will forward the request to Finance to review and evaluate the budget estimate (for ATC only) and for earmarking. Once earmarked, reviewed and evaluated, this will be returned back to implementing office for other pre-implementation procedures.

In addition, to expedite the implementation of an activity, the AR need not be submitted to the Progress Monitoring office but should go directly to the Finance for evaluation and further processing.

- c. The signing authorities for AR and ATC are pursuant to DepEd Order No. 4, s. 2019 and DepEd Order No. 6, s. 2019 which amends DepEd Order No. 67, s. 2016 entitled "Revised Signing Authorities for Financial Matters" and DepEd Order No. 8, s. 2021 "Revised Signing Authorities for Administrative and Financial Matters in the Department of Education".
- d. Request for AR and ATC shall be prepared in consideration of the procurement timelines prior to the implementation to have an ample time for preparatory activities (i.e procurement processes). Overhead expenses such as payment to electricity, water, cable, telecommunication, and other mandatory expenses stipulated in DepEd Order No. 16, s. 2018 are exempted from the preparation of AR. On the other hand, AR for lump sum activities for local and international traveling expenses and registration for the whole year can be requested at the start of the year. Reasonable buffer fund for these expenses is allowed.

### **2. Record Sub-AROs**

- a. Activities that need downloading of funds to either Regional Offices and Schools Division Offices are recorded and updated using the system. Upon the issuance of the Sub-ARO, the Finance encodes the details of the Sub-ARO including the activity title and activity code in the system. Afterwards, they will assign the recipient operating units and input the amount to be released to each unit which serves as the basis for WFP preparation through expenditure matrix.



To authenticate this document,  
please scan the QR code



DEPED-OSEC-436657

- b. Consequently, the finance (lower governance level) in the recipient operating office shall confirm the receipt of the downloaded Sub-ARO using the system and assigned to designated office/s to prepare work plan for a specific PPAs.

**D. Progress Monitoring, Plan Adjustment, and Generation of Reports**

**1. Accomplishment Reporting and Confirmation**

- a. After the activities are conducted and completed, all operating units shall report the physical accomplishments before the 5<sup>th</sup> day of the succeeding month or real-time using the accomplishment reporting facility of the system. However, during the last month of every quarter, five (5) working days shall be given to review and finalize all reported accomplishments. After which, the progress monitoring of the same governance level shall review and confirm the final submission of the reported accomplishment within three (3) working days after the submission of the OUs.

Submitter	Reviewing Office
CO Offices	Planning Service-Planning and Programming Division (Progress Monitoring Unit)
RO Offices	Quality Assurance Division (QAD)
SDO Offices	School Governance and Operations Division-School Management Monitoring and Evaluation Section (SGOD-SMME)

- b. Meanwhile, the financial accomplishments of the implemented activities shall be reported by the Finance of the CO, ROs, and SDOs. The financial accomplishments will be reported using the obligation and disbursement reporting facilities of the system which are linked with the processed ARs and ATCs.
- c. Reporting of accurate accomplishment shall be ensured by the progress monitoring of all governance level as this will be used during the conduct of the quarterly Program Implementation Review (PIR) and Plan Adjustment. The PIR serves as a venue to solicit the management's response to barriers and bottlenecks affecting the delivery of basic education services and for necessary plan adjustment. It is also a venue for assessing the overall plan and absorptive capacity of operating units.

**2. Catch-Up Planning and Adjustment of WFP**

- a. All operating units with delayed PPAs implementation are advised to prepare their respective catch-up plan prior to the conduct of the PIR. After the conduct of quarterly PIR, all operating units shall finalize their catch-up plan within three (3) working days based on the comments and recommendations of the management detailing the strategies to be employed that would fast-track the PPAs implementation and achieve what was planned.
- b. Operating units can also adjust their planned activities/projects using the PMIS for the succeeding quarters based on the results of the quarterly PIR. During this plan adjustment period, the operating units shall be given the opportunity to adjust their WFPs using the editing facility of the system, if deemed necessary.



To authenticate this document, please scan the QR code



DEPED-OSEC-436657

However, the adjustments in the WFP will work on the remaining approved budget lodged to their office. These adjustments should ensure accomplishment of undelivered targets from the previous quarter and address issues and concerns identified during the PIR in order to guarantee that the variances and the current targets are accomplished. The editing facility of the system for plan adjustments will be available only during the time set for the operating units to set their adjustments quarterly. After such time, the editing facility will be locked and the provisions of the WFP modality will take in effect. Refer to Annex 1.

### **3. Data/Report Generation**

- a. The system can generate the following various reports in electronic spreadsheet format and provide information through dashboard for different purposes:
  - i. Approved Allocation vs. WFP;
  - ii. Physical Target vs. Physical Accomplishments;
  - iii. Summary of the Status of WFPs;
  - iv. Quarterly Accomplishment Report;
  - v. BP 201;
  - vi. Implementation Status Summary;
  - vii. Annual Procurement Plan, APP-CSE and CSE masterlist

By analyzing these reports and dashboards, the operating office and offices with oversight function (Management, Planning, Finance, and Procurement) can easily assess the performance of PPAs implementation and come up with catch-up plan if the intervention is not on track.

- b. Additionally, the system can summarize a requested report by governance level, office, the status of implementation which can be presented during quarterly PIR and Plan Adjustment, ExeCom, ManCom, and other fora. This facility also generates reports needed by oversight agencies (e.g. PMS, DBM, NEDA).

### **E. Roles and Responsibilities**

To ensure the efficient and effective utilization of the PMIS, the following roles and responsibilities shall be performed per level of governance. Below are user types and specific offices including their roles and functions in relation to the use of the PMIS:

#### **1. General Roles and Functions**

- a. The Director of the Planning Service (PS) shall be responsible for providing policy directions on the utilization of the PMIS. The Director shall:
  - i. Stand as the primary champion and advocate for the PMIS, ensuring that executive management and other stakeholders (e.g. funding agencies, government agencies) are informed of the progress of implementation, benefits and impact of the PMIS; and
  - ii. Provide strategic directions to ensure institutionalization in DepEd of the PMIS.
- b. The Planning and Programming Division of Planning Service (PS-PPD) Chief shall be the overall system administrator of the PMIS and shall be responsible for the overall management of the operationalization of the PMIS. Specifically, the Chief shall:



To authenticate this document,  
please scan the QR code



DEPED-OSEC-436657

- i. provide overall supervision to ensure that the implementation of activities is effectively and efficiently carried out;
- ii. report implementation progress, results, and issues to the Project Director on a regular basis to inform and obtain direction on issues requiring management direction; and plan and manage the institutionalization and sustainability of PMIS.

## 2. Specific Roles and Functions

Level	Central Office	Regional Office	Division Office
<b>Planning</b>			
<b>Responsible Office</b>	Planning Service - Planning and Programming Division	Policy, Planning & Research Division	School Governance and Operations Division – Planning & Research Section
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>• Ensure alignment of WFPs with policy directives and strategic directions of DepEd</li> <li>• Evaluate the proposed budget based on physical plan</li> <li>• In coordination with Finance, reconcile financial and physical requirements</li> <li>• Prepare and submit consolidated report on physical plan</li> <li>• Initiate plans and policy adjustments based on reports</li> <li>• Serve as member of the technical assistance team that will provide frontline support, coaching and guidance relative to planning concerns, WFP Modules and overall processes</li> <li>• Provide trainings and capacity building activities to end users on planning modules and facilities</li> </ul>		
<b>Finance</b>			
<b>Responsible Office</b>	Finance Service	Finance Division	Office of the Schools Division Superintendent – Finance Services Section (Budget Unit)
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>• In coordination with Planning, reconcile financial requirements based on physical plan during budget preparation</li> <li>• Evaluate the proposed budget of different offices</li> <li>• Prepare and confirm receipt of <u>Sub-ARO/fund transfer</u></li> <li>• Analyze financial report of operations for submission to various agencies</li> <li>• In coordination with Progress Monitoring Unit reconcile physical and financial reports</li> <li>• Prepare and submit result of financial report and evaluation</li> <li>• Serve as member of the technical assistance team that will provide frontline support, coaching and guidance relative to financial matters such as budget requirements, fund release and utilization, and other PMIS concerns related to budget and accounting concerns</li> <li>• Provide training and capacity building to end users on plan finance modules and facilities</li> </ul>		



To authenticate this document, please scan the QR code



DEPED-OSEC-436657

<b>Progress Monitoring</b>			
<b>Responsible Office</b>	Planning Service - Planning and Programming Division (M&E Unit)	Quality Assurance Division	SGOD – School Mgt. Monitoring & Evaluation Section
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>• Review submitted implementation documents such as Activity Request (AR) and Authority to Conduct (ATC)</li> <li>• Monitor/track programs/projects implementation and recommend necessary actions (plan adjustment) to management</li> <li>• In coordination with Finance, reconcile financial and physical accomplishment reports</li> <li>• Review and evaluate the submitted physical accomplishment reports of PPAs for consolidation and submission to management</li> <li>• Serve as member of the technical assistance team that will provide frontline support, coaching and guidance relative to monitoring of PPAs implementation and accomplishment report submission and other progress monitoring verification concerns</li> <li>• Provide training and capacity building to end users on plan progress monitoring modules and facilities</li> </ul>		
<b>Procurement</b>			
<b>Responsible Office</b>	ProcMS-PPMD, BAC Secretariat and Contract Management Division	BAC Secretariat	BAC Secretariat
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>• Evaluate and confirm procurement plans of all operating units</li> <li>• Provide assistance to end user for the preparation of PPMP</li> <li>• Review PPMP and consolidate APPs</li> <li>• Provide assistance to the Bids and Awards Committee</li> <li>• Serve as member of the technical assistance team that will provide frontline support, coaching and guidance relative to procurement policies, process, PPMP, and other system requirements</li> <li>• Provide training and capacity building to end users on plan procurement modules and facilities</li> </ul>		
<b>Supply</b>			
<b>Responsible Office</b>	Administrative Service-Asset Management Division	Asset Management Section	Property and Supply Unit
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>• Review, update, and manage list of CSE and consolidate into APP-CSE</li> <li>• Serve as member of the technical assistance team that will provide frontline support, coaching and guidance relative to policy on common-use supplies and equipment, APP-CSE module, and other supply and equipment concerns</li> </ul>		



To authenticate this document, please scan the QR code



DEPED-OSEC-436657

	<ul style="list-style-type: none"> <li>Provide training and capacity building to end users on APP-CSE modules and facilities</li> </ul>		
<b>System Support</b>			
<b>Responsible Office</b>	Information and Communications Technology Service (ICTS)	Office of the Regional Director -ICT Unit	Office of the Schools Division Superintendent - ICT Unit
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>Manage and maintain the day-to-day operations of the PMIS infrastructure (servers, hardware, software, and communications)</li> <li>Conduct regular monitoring and assessment of system performance and identify current and future requirements to ensure high system availability and efficiency; undertake preventive maintenance of infrastructure components</li> <li>Liaise with service providers and suppliers to ensure continuity of service and maintenance of infrastructure</li> <li>Communicate scheduled and/or emergency system maintenance to field users</li> <li>Troubleshoot technical problems and provide assistance to PMIS users on technical issues relative to the system's utilization</li> </ul>		
<b>Head of Office</b>			
<b>Responsible Office</b>	Bureau/Service Director	Regional Director	Schools Division Superintendent
<b>Roles and Functions</b>	<ul style="list-style-type: none"> <li>Review and Approve WFP/Implementing Guidelines (Central Office) if in order</li> <li>Direct actions to be taken based on recommendations</li> <li>Issue policies or localized guidelines, if necessary</li> </ul>		

## VI. Monitoring and Evaluation (M&E)

An M&E Plan shall be prepared by the PMIS Implementation Team in each governance level to measure the extent of system utilization and eventually system benefits and impact. The PMIS Implementation Team is the same as the composition of the Technical Assistance Team excluding the System Support Team. Annex 1 Section 3 outlines and describes the implementation team's structure, roles, and accountabilities.

Through the regular review of the system, areas for improvement and policy recommendations to increase system efficiency, effectiveness, relevance, and sustainability shall be timely identified and corresponding corrective action shall be undertaken as soon as possible.

PPD-PS shall continuously gather feedback on the implementation of this policy from all concerned internal and external stakeholders. It shall conduct a periodic policy review to further enhance its provisions and effectiveness.

Any related concerns not covered by the provision may be referred to PPD-PS via email at [ps.ppd@deped.gov.ph](mailto:ps.ppd@deped.gov.ph).



To authenticate this document, please scan the QR code



DEPED-OSEC-436657



## **VII. Reference**

DepEd Order No. 06, s. 2019 entitled "Amendment to DO 67, s. 2016 (Revised Signing Authorities for Financial Matters)"

DepEd Order No. 04, s. 2019 entitled "Amendments to DepEd Order Nos. 67, s. 2016 and 16, s. 2018 (Revised Signing Authorities for Financial Matters) Particularly for Internal Audit Service and International Cooperation Office"

DepEd Order No. 67, s. 2016 entitled "Revised Signing Authorities for Financial Matters"

DepEd Order No. 8, s. 2021 entitled "Revised Signing Authorities for Administrative and Financial Matters in the Department of Education"

## **VIII. Effectivity and Transitory Provisions**

1. The use of the PMIS shall be implemented at the Central Office, Regional Offices, and Schools Division Offices only. The guidelines on the use of the system by the schools will be issued in a separate policy.
2. These guidelines supplement, amend or repeal such, DepEd issuances or parts thereof which are inconsistent herewith.
3. This Order shall take effect immediately upon its issuance and publication online at [www.deped.gov.ph](http://www.deped.gov.ph).



To authenticate this document,  
please scan the QR code



DEPED-OSEC-436657

## Annex 1: Implementation Arrangements

- The PMIS will be fully operationalized to improve the monitoring of programs and project including fund utilization across all governance levels in time for the FY 2022 budget preparation and implementation and the succeeding years. Generated reports from the system will be used for the conduct of quarterly Program Implementation Review (PIR) for possible Plan Adjustment to measure efficiency and effectiveness of the implementation of programs and projects. Thus, all operating units are hereby directed to use the modules of the PMIS during the planning, implementation, monitoring and review & plan adjustments.
- The following table summarizes the major processes of the PMIS modules including user type (please note that the user type below is generic, kindly refer to part 5 section 3 for the specific responsible offices per governance level):

### A. PMIS Work and Financial Plans

<b>I. Planning</b>		
<b>1. Pre-Planning</b>		
Uploading of Allocation List based on the recommendation of DepEd top management per governance level	1 <sup>st</sup> Week of January	Finance
Preparation of Work and Financial Plan through Expenditure Matrix, PPMP, CSE for the next Fiscal Year	January to March of the current year	Operating Unit
Submission of OU's WFP, PPMP, CSE for the next Fiscal Year upon approval of the head of office	On or before end of March of the current year	Planning
Confirmation of submitted WFP, PPMP and CSE of the next level of governance	Three (3) working days after submission of WFP, PPMP and CSE in the system	Planning (next governance level)
Generation of official WFP, APP, CSE a. Work and Financial Plan, PPMP, CSE b. Summary of Obligation and Disbursement Program by PPAs c. Annual Procurement Plan d. APP-CSE	Upon confirmation of the WFP, PPMP and CSE of the next level of governance	a. Operating Unit b. Finance  c. Procurement d. Supply
<b>2. Post-Planning – Based on NEP/GAA</b> <i>Note: Submission and adjustments after the issuance of GAA is only effective if there are changes in NEP.</i>		



To authenticate this document, please scan the QR code



DEPED-OSEC-436657

Uploading/Updating of Allocation List based on NEP/GAA	Three (3) working days after the approval NEP.  Three (3) working days after approval of GAA if there will be changes from NEP.	Finance
Adjustment (Finalization) and Submission of WFP through Expenditure Matrix, PPMP, CSE for the next Fiscal Year based on NEP/GAA and recommendation of the top management per governance level. Adjustment based on GAA must be done if there are changes from NEP.	CO: Three (3) working days after issuance of NEP/GAA  RO and SDO: Three (3) working days after issuance of NEP/GAA	Operating Unit
Submission of WFP through Expenditure Matrix, PPMP, CSE for the next Fiscal Year upon approval of the head of office	Three (3) working days before end of month of the current year when NEP/GAA was issued	Operating Unit
Review through triangulation process ( <i>see Annex I. D. Submission of WFP</i> ) and confirmation of submitted WFP, PPMP and CSE. a. WFP (Physical Plan) b. WFP (Obligation and Disbursement Plans) c. PPMP d. CSE	Three (3) working days after submission of WFP, PPMP and CSE in the system	a. Planning b. Finance  c. Procurement d. Supply
Generation of Final WFP, APP, CSE a. Physical Plan b. Obligation Program and Disbursement Program c. APP d. APP-CSE	Upon confirmation of the WFP, PPMP and CSE	a. Planning b. Finance  c. Procurement d. Supply
<b>II. Plan Implementation</b>		
Creation/Preparation of Request to Implement or Implementation Request	AR – at least twenty (20) working days prior to its implementation with consideration on procurement timeline  ATC- as needed with consideration on	Operating Unit



To authenticate this document, please scan the QR code



DEPED-OSEC-436657

	procurement timeline	
Review of created AR and ATC a. Physical Plan b. Obligation and Disbursement	Upon receipt of signed AR and ATC. Feedback or action on the review of AR/ATC shall be given within three (3) working days upon receipt of AR/ATC.	a. Progress Monitoring b. Finance
Recording of Sub-AROs	During the issuance or receipt of Sub-ARO	Finance
Confirmation of receipt of Sub-ARO	Upon receipt of the Sub-ARO	Finance
<b>III. Reporting Procedures/Processes</b>		
Reporting of Physical Accomplishments	Every end of the quarter or before the 5 <sup>th</sup> working day of the succeeding month or real-time	Operating units
Reviewing and confirmation of submitted Accomplishment Reports	Every end of the quarter or before the 10 <sup>th</sup> working day of the succeeding month	Progress Monitoring
Uploading of Financial data (obligation and disbursement)	First (1 <sup>st</sup> ) working day of every week covering all transactions of the previous week.	Finance
<b>IV. Review and Adjustments</b>		
Adjustment of WFP upon submission, review and confirmation of previous quarter accomplishment report	Every quarter within ten (10) working days after the conduct of the PIR	Operating Unit
Review of submitted Adjusted WFPs and PPMPs a. Physical Plan b. Obligation and Disbursement Plans	Three (3) working days upon submission	a. Planning b. Finance
Approval of the Adjusted Plan	Every quarter of the succeeding month within five (5) working days after the review of the submitted WFP.	Planning



To authenticate this document, please scan the QR code



DEPED-OSEC-436657

## B. Basic Inputs

Activity	Schedule	Accountable Office
<b>I. Planning</b>		
<b>1. Post-Planning</b>		
Encoding/Updating of the Basic Inputs' Details and Milestones	Next working day after approval of NEP/GAA.	Planning
Uploading of proposed allocation list of programs and projects under basic inputs module as identified by the Management for the next fiscal year based on NEP/GAA.	Three (3) working days after the approval NEP.  Three (3) working days after approval of GAA if there will be changes from NEP.	Finance in coordination with Planning of the Central Office
<b>II. Plan Implementation</b>		
Creation of basic input's details and milestone including schedule of procurement for programs and projects with procurement activities.	Upon approval of ATC/AR or issuance of DepEd approved guidelines or per approved request from DBM.	Procurement
Uploading of actual allocation list of programs and projects per approved AR/ATC or issuance of DepEd approved guidelines or per approved request from DBM.	Upon approval of ATC/AR or issuance of DepEd approved guidelines or per approved request from DBM.	Operating Unit
Updating of the details re: procurement activity (procurement milestone, details of packages and winning supplier) for programs and projects with procurement activities.	Next working day after completion of procurement activity until issuance of Notice to Proceed	Procurement
<b>III. Reporting</b>		
Encoding of actual accomplishment report/milestone stage or status of implementation.	Upon receipt of the Basic Inputs or every set cut-off date.	Receiving Operating Unit

Activities intended for the implementation of basic inputs shall be included in the WFP of the proponent's office during the planning stage. The BI module in PMIS is intended to monitor the actual procurement and milestone accomplishments of programs/projects enrolled in the said module.



To authenticate this document, please scan the QR code



DEPED-OSEC-436657