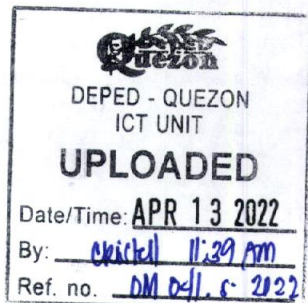




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 041, s. 2022

11 April 2022

PROGRAM MANAGEMENT INFORMATION SYSTEM ROLLOUT

To : Assitant Schools Division Superintendents
Division Chiefs
Section and Unit Heads
PMIS Core Team Members
All others concerned

As mandated by DepEd Order No. 11, 2021 and DepEd Order 8, s. 2021, this Office will conduct Program Management Information System Training of Trainers on April 18 – 19, 2022, venue to be announced.

This activity will be participated by the Section in-charge of PMIS, ORS and Disbursement Voucher. Please refer to the attached list of participants as basis for the preparation of Travel Order.

Participants are expected to bring Laptop, Wifi, Extension Wires, 1st Quarter 2022 Accomplishment, Adjusted Plan for 2nd Quarter, Proposed FY 2023 WFP, PPMP, and CSE.

Foods, accomodation and other expenses shall be charged against MOOE Funds subject to the usual accounting and auditing rules and regulations.

Strict compliance with this Memorandum is desired.

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

Parmjdf04/10/2022

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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PROGRAM FLOW

April 18, 2022 (Day 1)

Preliminaries

Lupang Hinirang
Opening Prayer
Calabarzon March
Lalawigan ng Quezon

Presentation of Participants

Ms. Raffy Jimenez

Welcome Remarks

ASDS Gregorio A. Co Jr.

Messages

ASDS Herbert D. Perez
SDS Elias A. Alicaya Jr.

Workshop Proper

DPO Marbin Fragata
BO Catherine Pureza

1st Quarter Accomplishment (FY 2022)
Adjustment of Plans for 2nd Quarter (FY2022)
Uploading of FY 2023 WFP, PPMP, APP-CSE (Pre-Planning)

April 19, 2022 (Day 2)

Preliminaries

Opening Prayer
Morning Zumba

Presentation and Critiquing of PMIS Process

DPO Marbin Fragata
BO Catherine Pureza

Process of Obligation Request and Status Form

BO Catherine A. Pureza

Preparation of Disbursement Voucher

Accountant Edmundo Marin Jr.

Closing Program

Makabayan Song
Awarding of Certificate
Closing Remarks

ASDS Herbert D. Perez

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Name of Staff in-charge of PMIS	Position	Office
KRISTOFFER O. OINEZA	AO II	OSDS - SDS Office
MARISSA L. MARAGAY	ADAS III	OSDS - ASDS Office
MARINEL I. OBMERGA	ADA VI	OSDS - ASDS Office
NORVIC C. VILLANIA	AO II	OSDS - Admin
CATHERINE A. PUREZA	Budget Officer III	OSDS - Budget
MARIA RAFAELA MIGUELA JIMENEZ	Administrative Assistant I	OSDS - Budget
ALEGRIA MEDENILLA	Administrative Aide VI	OSDS - Budget
EDMUNDO MARIN JR.	OIC - Accountant	OSDS - Accounting
CHAENKEE DELOS REYES	ADAS III	OSDS - Accounting
SHIELA E. JAVEN	CASHIER	OSDS - Cashier
MICHELLE D. PORNOBI	ADAS III	OSDS - Supply
MAILA MOROTA	ADAS III	OSDS - HR
ANGELO S. RAÑESES	ADAS III	OSDS - Records
CRISTELL MAE DIANNE D. MANGUBAT	Administrative Aide VI	OSDS - ICT
FLORICEL R. LAGOS	ADAS III	OSDS - Legal
LORENA S. WALANGSUMBAT	CID Chief	CID - IMS
JEE ANN O. BORINES	EPS	CID - LRMDS
ADELINE BUENAFE	EPSA	CID - ALS
RAYMOND NIEVA	Administrative Aide VI	CID - IMS
SHARA S. GARCIA	ADAS II	SGOD
ELIZABETH M. DE VILLA	SGOD Chief	SGOD
REGINA V. MARINO	SEPS	SGOD - HRTD
BERNADIT TUPAS	EPS	SGOD - SMME
ANGELO TIUSAN	PDO	SGOD
MARBIN JERAMIL D. FRAGATA	Planning Officer III	SGOD - PAR
DANICA MAY V. JARANILLA	ADAS III	SGOD - EFS
JOYCE SALAMAT	EPS	SGOD - SMN
ARVIN P. REPASO	PDO	SGOD - DRR
MARIA TERESITA ABELLA	Nurse II	SGOD - Health
HEIDI GABRIEL	Nurse II	SGOD - Health
HILARIONA CORONADO	ADAS III	BAC

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