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

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OFFICE MEMORANDUM
OM No. 095, s. 2024

DIVISION INTERNAL GUIDELINES ON THE MANAGEMENT OF PROGRAM MANAGEMENT INFORMATION SYSTEM

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
PMIS Core Group Members
All Others Concerned

In line with the full implementation of the Program Management Information System (PMIS) in this Division, as mandated by DepEd Order 11, s. 2021, this Office is providing a copy of the harmonized processes related to the PMIS, effective immediately.

For the information, guidance and strict compliance of all concerned.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Pmtmjdf03/22/2024

DEPEDQUEZON-TM-SDS-04-010-005

Division Internal Guidelines on the Management of PMIS
Based on DepEd Order 11, s. 2021 and other related Issuances

1. OBJECTIVE

1.1 This aims to provide comprehensive guidelines on the Program Management Information System in the Schools Division Office. These guidelines also stipulate the specific mechanisms, criteria, processes, timelines, and accountability for the use of the PMIS in the Schools Division, covering pre-planning, post-planning, implementation, monitoring, accomplishment, and plan adjustment of all Programs, Projects, and Activities.

2.0 SCOPE

2.1 This policy provides for the establishment and institutionalization of the Program Management Information System in DepEd Quezon offices. It stipulates the specific mechanisms, criteria, processes, timelines, and accountability for the use of the PMIS in the Schools Division, covering pre-planning, post-planning, implementation, monitoring, accomplishment, and plan adjustment of all Programs, Projects, and Activities.

3.0 DEFINITION

3.1 Please refer to DO 11, s. 2021 for the operational definition of Activity Request, Annual Procurement Plan (APP), Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE), Authority to Conduct (ATC), Catch-Up Plan, Monitoring and Evaluation (M&E), Operating Unit (OU), Program Implementation Review (PIR), Plan Adjustment, Progress Monitoring, Program Owners, Triangulation Process, and Work and Financial Plan (WFP).

3.2 **Other supporting documents** refer to the documents required by the specific Office such as Budget, Accounting, and Cashier which are important and required by other oversight agencies such as the Commission on Audit, etc.

3.3 **Realignment Form** refers to a document used in utilizing the fund from one Program/Project and Activity (PPA) to a different PPA.

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4.0 POLICY

4.1 The PMIS shall serve as the platform for all Programs, Projects, and Activities under GASS, HRTD, and other Program Support Funds (PSF) downloaded from the Central and Regional Offices of DepEd and DBM.

4.2 PPAs not funded by PSF shall complete the duly signed manual Work and Financial Plan (WFP) (with attached PPMP for activities/trainings/services) and Annual Procurement Plan – Common-use Supplies and Equipment (APP-CSE) for supplies and materials before requesting Activity Request (AR) and Authority to Conduct (ATC). A manual numbering system for AR/ATC shall be established for monitoring purposes, facilitated by Progress Monitoring.

4.3 Pre-planning for next year's PPAs shall be conducted from January to March of the current year. This shall include uploading an allocation list based on the recommendation of DepEd top management per governance level, preparation, submission, confirmation, and generation of Work and Financial Plans through Expenditure Matrix, PPMP, CSE, and APP for the next Fiscal Year.

4.4 Post-planning for next year's PPAs shall occur three working days after approval of the National Expenditure Program (NEP). This includes Uploading/Updating of Allocation List based on NEP, adjustment (finalization), and submission of WFP through Expenditure Matrix, PPMP, CSE for the next Fiscal Year, review through triangulation process, and confirmation of submitted WFP, PPMP, and CSE.

4.5 AR and ATC for PPAs worth below one million shall be processed at least twenty (20) working days before implementation, while those amounting to above Php1,000,000 shall be processed at least 45 working days prior to implementation, considering procurement timelines.

4.6 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 funds for these expenses are allowed.

4.7 AR for utilities such as Electric Bills/Water/Internet etc. can be requested at the start of the year for utilization for the entire year, while AR for hiring of Job Orders can be requested quarterly.

4.8 Supporting documents for AR/ATC on Overhead/Traveling/Hiring of Job Orders expenses shall include a portion of the approved WFP where activities are stipulated and other supporting documents for payment.

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4.9 Supporting documents for AR/ATC on Trainings and Activities shall include Activity Design/Program of Activities signed by the Proponent and Assistant Schools Division Superintendents in-Charge, List of Participants, Detailed Budget Estimates, Accomplished Purchase Request, and portion of the approved WFP (EM/PPMP) where activities are stipulated.

4.10 Supporting documents for AR/ATC on Supplies and Materials shall include Accomplished Purchase Request and portion of the approved WFP and APP (CSE) where activities are stipulated.

4.11 If the PPAs proponent is the Top Management, their Administrative Office/Assistant shall sign as the proponent in the AR/ATC.

4.12 Reporting of Physical Accomplishments shall be done every end of the quarter or before the 5th working day of the succeeding month or real-time, while uploading financial data (obligation and disbursement) shall be done on the First (1st) working day of every week covering all transactions of the previous week.

4.13 Adjustment of WFP shall be done every quarter after the conduct of Program Implementation Review (PIR) and Quarterly Accomplishment Report. Planning and Research (PAR) shall administer the opening and closing of Plan Adjustment in the PMIS.

4.14 In the absence of Program Manager/Schools Management and Monitoring Evaluation (PM/SMME) to confirm the ATC and its supporting documents, the PAR may confirm on their behalf.

4.15 The following signatories and PMIS verifiers shall sign all forms and confirm the PMIS.

Forms	Hardcopy Signatories	PMIS Verifiers
Expenditure Matrix/Forms	**Prepared by:** Division Chief/Unit Head/s **Noted by:** Division Chief **Recommending Approval:** Assistant Schools Division Superintendent **Approved:** Schools Division Superintendent	**Submitted by:** Division/Unit Head thru PMIS Focal **Confirmed/Verified by:** Planning Officer
Work and Financial Plan	**Prepared by:** Division Chief/Unit Head/s **Noted by:** Division Chief	

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Forms	Hardcopy Signatories	PMIS Verifiers
	Recommending Approval: Assistant Schools Division Superintendent **Approved:** Schools Division Superintendent	
Activity Request	**From:** Requesting Division/Unit Head/Proponents (countersigned by the proponents if the Division Chief signed) **For:** Schools Division Superintendent	**Submitted by:** Requesting Division Unit Head thru the PMIS Focal **Approved by:** Budget Officer *(allotment available)*
Authority to Conduct	**From:** Requesting Division/Unit Head **Thru:** Assistant Schools Division Superintendent in-Charge **For:** Schools Division Superintendent	**Submitted by:** Requesting Division Unit Head thru the PMIS Focal **Verified by:** Progress Monitoring/School Management Monitoring and Evaluation **Verified by:** Budget Officer **Verified by**: Accountant **Approved by:** Schools Division Superintendent
Project Procurement Management Plan (PPMP Schedule)	**Prepared by:** Division/Unit Head **Recommending Approval:** Schools Division Superintendent **Reviewed by:** Planning Officer Accounting Officer Procurement Officer Supply Officer PPMP Consolidator (by Functional Division)	**Submitted by:** Division/Unit Head

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Forms	Hardcopy Signatories	PMIS Verifiers
Quarterly Accomplishment Report Form	**Prepared by:** Division/Unit Head/Proponents **Approved:** Schools Division Superintendent	**Submitted by:** Division/Unit Head thru the PMIS Focal **Reviewed by:** Progress Monitoring/School Management Monitoring and Evaluation

4.16 Any savings resulting from successful bidding and NORSA, as well as any unutilized funds from each quarter, shall be added to the General Fund. The utilization of these funds is subject to triangulation by the Division Planning team and approval by the Schools Division Superintendent.

4.17 Savings from NORSA shall be added to the working fund of the Proponent, subject to the submission of a manual ATC.

4.18 Unutilized funds after every quarter shall be returned to the Office of the Schools Division Superintendent, subject to the approval of the Top Management if they are to be utilized again.

4.19 The Realignment Form shall be attached to the Adjusted WFP or Authority to Conduct.

4.20 The Certificate of Allotment Availability and Certificate as to the Availability of Funds shall be issued by the Budget Unit and Accounting as part of the supporting documents for all PPAs undergoing the procurement process and for those falling under Authority to Conduct.

5.0 RESPONSIBILITY

5.1 The Planning & Research Section ensures alignment of WFPs with policy directives and strategic goals of DepEd. It evaluates proposed budgets based on physical plans, reconciles financial and physical requirements in coordination with finance, and submits consolidated reports on physical plans. Additionally, it initiates plans and policy adjustments based on reports and serves as a member of the technical assistance team providing frontline support, coaching, and guidance on planning concerns, WFP Modules, and overall processes.

5.2 The Budget Unit evaluates proposed budgets of different offices, reconciles financial requirements based on physical plans during budget preparation, and

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confirms receipt of Sub-ARO/fund transfers. It analyzes financial reports of operations for submission to various agencies, reconciles physical and financial reports in coordination with the Progress Monitoring Unit, and submits the results of financial reports and evaluations. The Budget Unit also serves as a member of the technical assistance team, providing frontline support, coaching, and guidance on financial matters such as budget requirements, fund release and utilization, and other PMIS concerns related to budget and accounting. It provides training and capacity building to end users on plan finance modules and facilities.

5.3 The School Management Monitoring and Evaluation Section review submitted implementation documents such as AR and ATC, monitor/tracks program/project implementation, and recommend necessary actions (plan adjustment) to management. It reconciles financial and physical accomplishment reports in coordination with finance, reviews and evaluates the submitted physical accomplishment reports of PPAs for consolidation and submission to management. Additionally, it serves as a member of the technical assistance team, providing frontline support, coaching, and guidance on monitoring of PPAs implementation, accomplishment report submission, and other progress monitoring verification concerns. It provides training and capacity building to end users on plan progress monitoring modules and facilities.

5.4 The Procurement Officer evaluates and confirms procurement plans of all operating units, provides assistance to end users for the preparation of PPMP, reviews PPMP, and consolidates APPs. Additionally, the Procurement Officer provides assistance to the Bids and Awards Committee, serves as a member of the technical assistance team, providing frontline support, coaching, and guidance on procurement policies, processes, PPMP, and other system requirements. It also provides training and capacity building to end users on plan procurement modules and facilities.

5.5 The Property and Supply Unit reviews, updates, and manages lists of CSE and consolidates them into APP-CSE. It serves as a member of the technical assistance team, providing frontline support, coaching, and guidance on policy on common-use supplies and equipment, APP-CSE module, and other supply and equipment concerns. Additionally, it provides training and capacity building to end users on APP-CSE modules and facilities.

5.6 The Schools Division Superintendent reviews and approves WFP/Implementing Guidelines from the Central Office if in order. The SDS directs actions to be

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taken based on recommendations and issues policies or localized guidelines if necessary.

5.7 The Operating Unit prepares proposed plans, including Expenditure Matrix, PPMP, CSE, AR-ATC, Accomplishment Report, and Catch-Up Plan.

5.8 The PMIS Focal Person handles PMIS system-related transactions, including Downloading, Encoding, and Uploading of Expenditure Matrix, PPMP, CSE, AR-ATC, Accomplishment Report, Catch-Up Plan, etc.

6.0 REFERENCE DOCUMENTS

6.1 DepEd Order 16 s. 2018 – Implementing guidelines on the release and the use of funds for fiscal year 2018)

6.2 DepEd Order 008 s. 2021 – Revised Signing Authorities for Administrative and Financial Matters in the Department of Education

6.3 DepEd Order 011 s. 2021 - Guidelines on the Operationalization of the Program Management Information System

7.0 PROCEDURE

7.1 PRE-PLANNING

7.1.1 The Budget Unit uploads allocations based on the recommendations of DepEd top management at each governance level.

7.1.2 The Operating Unit prepares the Work and Financial Plan (WFP) through the Expenditure Matrix, PPMP, and CSE for the next Fiscal Year, and forwards it to the concerned office for signature.

7.1.3 The Planning and Research Section submits the Operating Unit's WFP, PPMP, and CSE for the next Fiscal Year, upon approval of the head of the office, to the Regional Planning Office.

7.1.4 The Operating Unit, Finance, Procurement, and Supply units generate the official WFP, APP, and CSE.

7.2 POST PLANNING

7.2.1 The Budget Unit uploads/updates allocations based on the National Expenditure Program (NEP).

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7.2.2 The Operating Unit adjusts/finalizes the Work and Financial Plan (WFP) through the Expenditure Matrix, PPMP, and CSE for the next Fiscal Year based on the NEP and presents the plans during the triangulation process.

7.2.3 The Planning, Finance, Procurement, and Supply Sections review the plans through the triangulation process and confirm the submitted WFP, PPMP, and CSE.

7.2.4 The Planning, Finance (Budget), Procurement, and Supply Sections generate the Final WFP, APP, and CSE for recommendation to the top management at each governance level.

7.2.5 The Operating Unit submits the WFP through the Expenditure Matrix, PPMP, and CSE for the next Fiscal Year upon approval of the Schools Division Superintendent (SDS) to the Regional Planning Office.

7.3 EXECUTING AND IMPLEMENTING PLAN

7.3.1 **Records Activity Request (for Overhead/Utilities Expenses)**

7.3.2.1 The Operating Unit thru the Section/Division PMIS focal person requests AR in the PMIS and prints the form with attached supporting documents.

7.3.2.2 The Operating Unit submits the printed AR with supporting documents to the Budget Section for approval in the PMIS.

7.3.2.3 The Budget Section approves/disapproves the AR in the PMIS.

7.4.2.3.1 If the AR includes complete documents for payment, the Budget Section signs other supporting documents and forwards the AR and its supporting documents to Accounting/Cash Section for processing of Payment (Utilities, Telephone, Mobile, Internet, Zoom, Website, SMS etc), else, forwards to SDS for AR approval (Travel, Security etc).

7.3.2.4 The SDS approves the AR and its supporting documents thru signing and forwards to the Accounting Section (if with supporting documents for processing of payment) or Operating Unit (if the AR is yet to be implemented or to gather supporting documents for processing of payment).

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7.3.3 **Records Activity Request (for Travel/Hiring of Job Order Expenses)**

7.3.3.1 The Operating Unit thru the Section/Division PMIS focal person requests AR in the PMIS and prints the form with attached supporting documents.

7.3.3.2 The Operating Unit submits the printed AR with supporting documents to the Budget Section for approval in the PMIS.

7.3.3.3 The Budget Section approves/disapproves the AR in the PMIS based on allocated amounts and forwards to SDS for AR approval.

7.3.3.4 The SDS approves the AR and its supporting documents thru signing and forwards to the Operating Unit as attachment for implementation/payment/reimbursement.

7.3.4 **Records Activity Request (for Supplies and Materials)**

7.3.4.1 The Operating Unit thru the Section/Division PMIS focal person requests AR in the PMIS and prints the form with attached supporting documents.

7.3.4.2 The Operating Unit submits the printed AR with supporting documents to the Budget Section for approval in the PMIS.

7.3.4.3 The Budget Section approves/disapproves the AR in the PMIS and signs the Certificate of Funds availability and other needed supporting documents.

7.3.4.3.1 If the AR is approved, Budget Section forwards the AR and its supporting documents to the SDS, otherwise return to the Operating Unit for reevaluation of documents.

7.3.4.4 The SDS approves/disapproves the AR and its supporting documents thru signing and returns to the Operating Unit for the execution of plans.

7.3.4.4.1 If the AR is approved, the Operating Unit forwards the AR and its supporting documents to the Procurement Officer for procurement, otherwise comply with the requirements needed.

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7.3.5 **Records Activity Request (for Trainings and other activities)**

7.3.5.1 The Operating Unit thru the Section/Division PMIS focal person requests AR in the PMIS and prints the form with attached supporting documents.

7.3.5.2 The Operating Unit submits the printed AR with supporting documents to the Budget Section for approval in the PMIS.

7.3.5.3 The Budget Section approves/disapproves the AR in the PMIS and signs the Certificate of Funds availability and other needed supporting documents.

7.4.2.3.1 If the AR and Activity Design/L&D are approved, Budget Section forwards the AR, L&D and their supporting documents to the Accounting Section, otherwise return to the Operating Unit for reevaluation of documents.

7.3.5.4 The Accounting Section approves the L&D and forwards the AR and its supporting documents to the ASDS in-Charge for recommending approval of L&D.

7.3.5.5 The ASDS in-charge recommends the approval of L&D and forwards the AR and its supporting documents to the SDS.

7.3.5.6 The SDS approves/disapproves the AR and its supporting documents thru signing and returns to the Operating Unit for the execution of plans.

7.4.2.7.1 If the AR is approved, the Operating Unit forwards the AR and its supporting documents to the Procurement Officer for procurement, otherwise comply with the requirements needed.

7.3.6 **Records Authority to Conduct**

7.3.6.1 The Operating Unit thru the Section/Division PMIS focal person requests ATC in the PMIS and prints the form with attached supporting documents.

7.3.6.2 The Operating Unit submits the printed ATC with supporting documents to the Progress Monitoring (PM) / SMME for evaluation.

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7.3.6.3 The PM/SMME evaluates ATC and its supporting documents and forwards to the ASDS-in-Charge for recommending approval.

7.3.6.4 The ASDS-in-Charge staff forwards the ATC and its supporting documents to the Budget Section for allotment availability.

7.3.6.5 The Budget Section verifies the ATC and forwards to the Accounting Office for funds availability.

7.3.6.6 The Accounting Office verifies the ATC and forwards to the SDS for approval.

7.3.6.7 The SDS approves/disapproves the ATC and returns to the Operating Unit for the execution of plans.

7.4.2.7.1 If the ATC is approved, the Operating Unit forwards the AR and its supporting documents to the Procurement Officer for procurement, otherwise comply with the requirements needed.

7.3.7 **Records Activity Request/ Authority to Conduct (Non PSF/Non-PMIS/Savings)**

7.3.7.1 The Operating Unit thru the Section/Division PMIS focal person requests ATC and prints the form with attached supporting documents.

7.3.7.2 The Operating Unit submits the printed AR/ATC (Non PSF/Non-PMIS) with supporting documents to the Progress Monitoring (PM) / SMME for evaluation and recording/issuance of tracing number.

7.3.7.3 The PM/SMME evaluates AR/ATC (Non PSF/Non-PMIS) and its supporting documents and forwards to the Budget Section for allotment availability.

7.3.7.4 The Budget Section verifies the AR/ATC (Non PSF/Non-PMIS) and forwards to the Accounting Office for funds availability.

7.3.7.5 The Accounting Office verifies the AR/ATC (Non PSF/Non-PMIS) and forwards to the ASDS-in-Charge for recommending approval.

7.3.7.6 The ASDS-in-Charge recommends the approval of the AR/ATC (Non PSF/Non-PMIS) to the SDS.

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7.3.7.7 The SDS approves/disapproves the AR/ATC (Non PSF/Non-PMIS) and returns to the Operating Unit for the execution of plans.

7.3.7.7.1 If the AR/ATC (Non PSF/Non-PMIS) is approved, the Operating Unit forwards the AR/ATC and its supporting documents to the Procurement Officer for procurement, otherwise comply with the requirements needed.

7.4 PROGRESS MONITORING, PLAN ADJUSTMENT, AND REPORT GENERATION

7.4.1 **Accomplishment Reporting and Confirmation**

7.4.1.1 The Operating Unit thru the PMIS Focal download the Quarterly Accomplishment Report Form from the PMIS.

7.4.1.2 The Operating Unit thru the PMIS Focal fills up the downloaded Quarterly Accomplishment Report Form.

7.4.1.3 The Operating Unit thru the PMIS Focal uploads, prints and signs the accomplished Accomplishment Report Form for PM/SMME Verification.

7.4.1.4 The PM/SMME countersigns the printed Accomplishment Report Form, confirms the uploaded report in the PMIS and forwards to the SDS for approval.

7.4.1.5 The SDS Approves the Quarterly Accomplishment Report.

7.4.2 **Plan Adjustment and Confirmation**

7.4.2.1 The Operating Unit thru the PMIS Focal adjust the WFP and update the PPMP in the PMIS.

7.4.2.2 The Operating Unit thru the Division Chief/Section heads/ PPAs Focal present the adjusted plans during the triangulation process.

7.4.2.3 Planning, Finance, Procurement and Supply Sections review the adjusted plans through triangulation process.

7.4.2.4 The Operating Unit submits adjusted WFP through Expenditure Matrix, PPMP, CSE, with attached Realignment Form.

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7.4.2.5 The SDS Approves the Adjusted WFP

7.4.2.6 The Operating Unit furnishes the Budget, Accounting, Procurement and Planning copy of approved WFP with PPMP and Realignment Form

7.4.2.7 The Planning Officer verifies the adjusted WFPs.

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