



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

OFFICE MEMORANDUM
OM No. 103, s. 2021

2 November 2021

REORIENTATION-WORKSHOP ON PROGRAM MANAGEMENT INFORMATION SYSTEM

To : OIC – Assitant Schools Division Superintendents
Division Chiefs
Section and Unit Heads
All others concerned

As mandated by DepEd Order No. 11, 2021, this Office will conduct Reorientation-Workshop on Program Management Information System on November 8 – 9, 2021 at M.I. Sevilla's Resort, Lucena City.

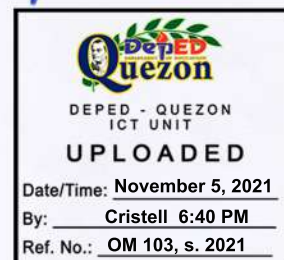
This activity will be participated by the Section staff-in-charge of PMIS, ORS and Disbursement Voucher. Please refer to the attached list of participants as basis for the preparation of Travel Order.

Participants are expected to bring Laptop, Wifi, Extension Wires and the final AIP and WFP.

Foods, accomodation and other expenses shall be charged against HRTD 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



parmjdf11/02/2021

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"

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

November 8, 2021 (Day 1)

Preliminaries

Lupang Hinirang
Opening Prayer
Calabarzon March
Lalawigan ng Quezon

Presentation of Participants

Ms. Raffy Jimenez

Welcome Remarks

OIC – ASDS Gregorio A. Co Jr.

Messages

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

Workshop Proper

DPO Marbin Fragata
BO Catherine A. Pureza

November 9, 2021 (Day 2)

Preliminaries

Opening Prayer
Morning Zumba

Continuation of PMIS Workshop

DPO Marbin Fragata

Preparation 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

OIC – ASDS Herbert D. Perez

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LIST OF PARTICIPANTS
November 8 – 9, 2021

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
JAN CARLO REYES	ADAS III	OSDS - Admin
NORVIC C. VILLANIA	AO II	OSDS - Admin
CATHERINE A. PUREZA	Budget Officer III	OSDS - Budget
MARIA RAFAELA MIGUELA JIMENEZ	Administrative Assistant I	OSDS - Budget
EDMUNDO MARIN JR.	OIC - Accountant	OSDS - Accounting
CHAENKEE CHUMACERA	ADAS III	OSDS - Accounting
SHIELA E. JAVEN	CASHIER	OSDS - Cashier
MA. GLORIA CANTOS	ADAS III	OSDS - Cashier
MICHELLE D. PORNOBI	ADAS III	OSDS - Supply
MAILA MOROTA	ADAS III	OSDS - HR
ANGELO S. RAÑESSES	ADAS III	OSDS - Records
CRISTELL MAE DIANNE D. MANGUBAT	ADAS VI	OSDS - ICT
FLORICEL R. LAGOS	ADAS III	OSDS - Legal
JEE ANN O. BORINES	EPS	CID - LRMDS
ADELINE BUENAFE	EPSA	CID - ALS
RAYMOND NIEVA	Administrative Aide VI	CID - IMS
SHARA S. GARCIA	ADAS III	SGOD
REGINA V. MARINO	SEPS	SGOD - HRTD
ANGELO TIUSAN	PDO	SGOD
MARBIN JERAMIL D. FRAGATA	Planning Officer III	SGOD - PAR (Planning)
DANICA MAY V. JARANILLA	ADAS III	SGOD - EFS
ZALDY O BUENO	HEAD TEACHER III	SGOD - YFS
ARVIN P. REPASO	PDO	SGOD - DRR
MARIA TERESITA ABELLA	NURSE II	SGOD - Health
HEIDI GABRIEL	NURSE II	SGOD - Health

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