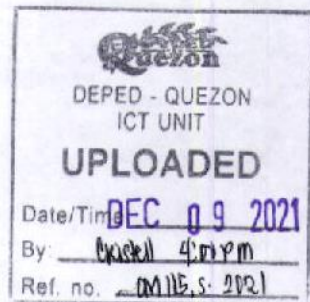




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



6 December 2021

OFFICE MEMORANDUM
 OM No. 115, s. 2021

PROGRAM MANAGEMENT INFORMATION SYSTEM FORMS SIGNATORIES AND VERIFIERS

TO: OIC - Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 Section/Unit Heads
 Division Program Focal Person/Coordinators
 All Others Concerned

In line with the implementation of DepEd Order 11, 2021 or the *Guidelines on the Implementation of the Program Management Information System*, please be informed of the following PMIS forms signatories, system verifier and in-charge.

PMIS Forms	Hardcopy Signatories	PMIS Verifiers
Expenditure Forms/Work and Financial Plan	<ul style="list-style-type: none"> • Prepared by: Division/Unit Head • Finance Unit (Budget) • Noted by: Division Chief • Recommending Approval: Assistant Schools Division Superintendent • Approved: Schools Division Superintendent 	<ul style="list-style-type: none"> • Division/Unit Head • Planning Officer
Activity Request	<ul style="list-style-type: none"> • From: Requesting Division/Unit Head • For: Schools Division Superintendent *countersigned by the PO/SMME 	<ul style="list-style-type: none"> • Requesting Division/Unit Head • Finance Officer (Budget)
Authority to Conduct	<ul style="list-style-type: none"> • From: Requesting Division/Unit Head • Thru: Assistant Schools Division Superintendent • For: Schools Division Superintendent 	<ul style="list-style-type: none"> • Requesting Division/Unit Head Progress Monitoring (SMME) • Finance Officer (Budget) • Accounting Officer (Accounting) • Approving Authority (SDS)
Project Procurement Management Plan (PPMP) Schedule	<ul style="list-style-type: none"> • Prepared by: Division/Unit Head • Recommending Approval: Schools Division Superintendent 	<ul style="list-style-type: none"> • Division/Unit Head

DEPEDQUEZON-TM-SDS-04-010-003



"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
 Website: www.depedquezon.com.ph



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	<ul style="list-style-type: none">• Reviewed by: Planning Officer• Accounting Officer• Procurement Officer• PPMP Consolidator (by Functional Division)	
Physical and Financial Accomplishments	<ul style="list-style-type: none">• Prepared by: Division/Unit Head• Approved by: Schools Division Superintendent• Reviewed by: Schools Division Superintendent	<ul style="list-style-type: none">• Division/Unit Head• Progress Monitoring (SMME)
Plan Adjustment	<ul style="list-style-type: none">•	<ul style="list-style-type: none">• Planning Officer

To ensure the accountability and smooth implementation of the PMIS, the following personnel are advised and assigned to take charge of the consolidation and uploading of the submitted forms/requests of their respective functional divisions.

Functional Division	Consolidator/Uploader/System-in-Charge
CID	Adeline Buenafe & Raymond Nieva
OSDS	Norvic Villania & Cristell Suante
SGOD	Dr. Regina Marino, Arvin Repaso & Shara Sarmiento

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

parmjdf12/06/2021

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