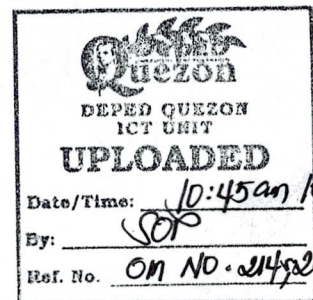




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



11 October, 2024

OFFICE MEMORANDUM
 OM No. 214, s. 2024

UPDATING OF UNUPDATED WORK AND FINANCIAL PLANS, ACTIVITY REQUESTS AND AUTHORITY TO CONDUCT IN THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

To: Assistant Schools Division Superintendents
 Division Chiefs
 Unit/Section Heads
 Program Coordinators
 PMIS Core Team Members

In line with the full implementation of the Program Management Information System (PMIS) in this Office, as per DepEd Order No. 11, s. 2021, it has come to our attention that numerous PPAs have not been updated in the PMIS.

In this regard, all Functional Division Chiefs, Section Heads, Program Coordinators, and PMIS Coordinators are advised to update and take necessary actions on this issue to prevent backlogs and the risk of non-compliance with DepEd Orders. Below is the status of the PMIS with the corresponding suggested actions.

WFP STATUS	NUMBER OF INCIDENCE			Actions to be Taken
	CID	OSDS	SGOD	
No WFP	3		8	Submit the signed WFP and copy furnish the PAR for submission to RO. Coordinate with PAR.
Updating of WFP	3	1	5	Submit the signed WFP and copy furnish the PAR for submission to RO. Coordinate with PAR.
WFP For Review	1			Submit the signed WFP and copy furnish the PAR for submission to RO. Coordinate with PAR.
WFP Completed	2		7	Update and submit accomplishment report (1st Quarter to 3rd). Coordinate with SMME/PM.
1st Quarter Completed		4		Update and submit accomplishment report (2nd Quarter to 3rd). Coordinate with SMME/PM.

DEPEDQUEZON-TM-SDS-04-010-005



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Updating 2nd Qtr. Plan Adjustment			1	Update and submit adjusted plan and accomplishment report (2nd Quarter to 3rd). Coordinate with PAR/SMME.
2nd Qtr for Verification	1			Submit accomplishment report (2nd and 3rd Quarter). Coordinate with SMME/PM.
2nd Qtr Completed		1		Update and submit accomplishment report (3rd Quarter). Coordinate with SMME/PM.
Updating of 3rd Qtr Accomplishment		1	1	Submit accomplishment report (3rd Quarter). Coordinate with SMME/PM.
3rd Qtr for Verification	2			Coordinate with SMME/PM for approval.
AR/ATC STATUS				
AR – For Approval		10	4	Coordinate with SMME/PM
ATC – Submitted	1	17	8	Coordinate with SMME/PM
ATC – For FO Verification			2	Coordinate with Budget Section
ATC – For AO Verification	1		14	Coordinate with Accounting Section

Source: PMIS as of October 10, 2024

It is expected that all WFPs, ARs, and ATCs existing in the system from January to September shall be updated on or before **October 30, 2024**.

Furthermore, please be reminded that the **Division Calendar of Activities for FY 2025** must be encoded and submitted through the link:
<https://tinyurl.com/QuezonCalendar2025>.

Strict compliance with this Memorandum is required.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent ✓
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Pmtmjdf10/11/2024

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