



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

Quezon
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 ICT UNIT
UPLOADED
 Date/Time: NOV 21 2024
 By: LEW T. 24
 Ref. No. DM 241-24

20 November 2024

OFFICE MEMORANDUM
 OM No. 241, s. 2024

**DESIGNATION OF FOCAL PERSONS FOR PROGRAM MANAGEMENT
 INFORMATION SYSTEM (PMIS) PROGRESS MONITORING**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Division Section/Unit Heads
 Operating Unit PMIS Focal Persons
 All Others Concerned

Pursuant to **DepEd Order (DO) No. 011, s. 2021** (Guidelines on the Operationalization of the Program Management Information System), this Office announces the designation of the following personnel for Program Management Information System (PMIS) Progress Monitoring:

Designation	Name	Position
Division PMIS Progress Monitoring Focal Person	MARY JOYCE P. SALAMAT	Education Program Specialist II, SMME
Alternate, Division PMIS Progress Monitoring Focal Person	MICHELLE G. DUMA	Senior Education Program Specialist, SMME

Relative to this, they shall perform the following **roles and functions** as per DO No. 011, s. 2021:

- Review submitted implementation documents such as Activity Request (AR) and Authority to Conduct (ATC);
- Monitor/track programs/projects implementation and recommend necessary actions (plan adjustment) to management;
- In coordination with Finance, reconcile financial and physical accomplishment reports;
- Review and evaluate the submitted physical accomplishment reports of PPAs for consolidation and submission to management;

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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 (042) 784-0391, (042) 784-0321



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- e. Serve as member of the technical assistance team that will provide frontline support, coaching and guidance relative to monitoring of PPAs implementation and accomplishment report submission and other progress monitoring verification concerns; and
- f. Provide training and capacity building to end users on plan progress monitoring modules and facilities.

For information of all concerned.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

d.

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