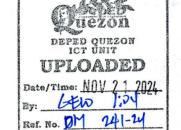


### Republic of the Philippines

## Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 November 2024

OFFICE MEMORANDUM OM No. 24, 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 Monitoring	PMIS Focal Perso	Progress	MARY JOYCE P. SALAMAT	Education Program Specialist II, SMME
Alternate, Progress Person	Division Monitoring	PMIS Focal	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:

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

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### Department of Education

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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

smemgd11/20/2024















