



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

February 15, 2024

DIVISIONAL MEMORANDUM

No. *064*, s. 2024

**CAPACITY BUILDING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)
FOR DIVISION OFFICE PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Secondary and Elementary School Heads
This Division

1. In reference to Department of Education Order No. 011, s. 2021, dated February 24, 2024, re: Guidelines on the Operationalization of the Program Management Information System (PMIS), this office will conduct a capacity building to the Division Personnel-select on Program Management Information System (PMIS) at the Be Palace Hotel, Valconcha Street, Aguada, Ozamiz City on February 22-23, 2024.
2. Enclosed are the list of participants and matrix of the above-mentioned activity.
3. For inquiries and clarification, contact Rosalyn M. Lato, SEPS-Planning and Research at 09664157304.
4. This Office directs the immediate and wide dissemination of this Memorandum.

NIMFA R. LAGO, PhD, CESO VI
Asst. Schools Division Superintendent
OIC, Schools Division Superintendent

Pp: DIONESIO L. LIWAGON JR., CESE
Asst. Schools Division Superintendent

ATCH.: As stated
References: RM No. 070, s. 2022
To be indicated in the Perpetual Index under the following subjects:

PROGRAM IMPLEMENTATION	PLANNING	BUDGET	STRATEGY
SBC/DM ___/February 15, 2023 F&B/P&R-rml	"Capacity Building on Program Management Information System (PMIS)"		



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Enclosure No. 1: Participants for 2024 Capacity Building on PMIS
February 22-23, 2024

Participants for 2024 Capacity Building on PMIS
February 22-23, 2024

No.	Participants	Station	Position
1	Dr. Nimfa R. Lago, CESO VI	Division Office	Schools Division Superintendent
2	Dionesio L. Liwagong Jr., CESE	Division Office	Assistant Schools Division Superintendent
3	Anaclea A. Gacasan	CID, Division Office	Chief ES-CID
4	Susan Epifania B. Carpio	SGOD, Division Office	Chief ES-SGOD
5	Ivy J. Cabual	OSDS, Division Office	Division Budget Officer/Division PMIS Program Holder
6	Maricel D. Avila	OSDS, Division Office	Division Accountant III
7	Ell June S. Abucay	SGOD	Division Planning Officer III/Division PMIS Program Holder
8	Rosalyn M. Lato	SGOD, Division Office	SEPS-Planning and Research/GASS SGOD/SGOD PMIS Program Holder
9	Rowell C. Villarubia	CID, Division Office	Education Program Supervisor-Mathematics/IPEd/BAC Secretariat Assistant: PPMP preparation, review, and APP consolidation in-charge
10	Eulalio S. Rupinta	CID, Division Office	Education Program Supervisor-EP/Madrasah
11	Mary Jane L. Lomocso	CID, Division Office	Education Program Specialist/ALS
12	Letecia D. Tatoy	CID, Division Office	Education Program Supervisor-ArPan/SPED
13	May P. Edullantes	CID, Division Office	Education Program Supervisor-LRMDS
14	Angelita M. Maribojoc	CID, Division Office	Education Program Supervisor-MTB MLE/ELNA/Reading
15	Federico B. Araniego Jr.	CID, Division Office	Education Program Supervisor-English/Journalism



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16	Rose Mary R. Abapo	CID, Division Office	Education Program Superviosr- Filipino/Journalism
17	Luisander C. Luy	CID, Division Office	Education Program Superviosr-TLE/PS/GASS CID/CID PMIS Program Holder
18	Jed Mae F. Coronel	CID, Division Office	Education Program Superviosr-Science/Science Equipment and Tools Program Holder
19	Jasmine I. Gaogao	CID, Division Office	Public Schools District Supervisor /BAC Secretariat Chair:PPMP preparation, review, and APP consolidation in-charge
20	Joel T. Aclao	CID, Division Office	Public Schools District Supervisor /BAC Secretariat Assistant:PPMP preparation, review, and APP consolidation in-charge
21	Johnnel A. Guangco	SGOD, Division Office	Education Program Supervisor -Sports/Testing Coordinator
22	Mary Joy G. Doromal	SGOD, Division Office	Senior Education Program Specialist – HRLD
23	Imelda D. Pongase	CID, Division Office	Education Program Supervisor– MAPEH/GAD Coordinator
24	Arlene C. Via	SGOD, Division Office	Senior Education Program Specialist – SocMobNet/Child Protection
25	Anthony P. Marollano	SGOD, Division Office	Education Program Specialist – SocMobNet/Partnership and Linkages
26	Rhona M. Agustin	SGOD, Division Office	PDO-1/DRRM
27	Samie B. Aso	SGOD, Division Office	Education Program Specialist – SMME
28	Christine M. Rigodon	SGOD, Division Office	PDO-1/Youth Formation
29	Jan Lianne M. Ozaraga	SGOD, Division Office	PDO-1/Youth Formation
30	Salome T. Villa	SGOD, Division Office	Division Nurse/SBFP
31	Ernesto C. Anteola Jr.	SGOD, Division Office	Division Dentist
32	Dorothy Joy B. Yting	OSDS, Division Office	Administrative Officer V
33	Adda Liza J. Saquin	OSDS, Division Office	Administrative Officer IV-HRMO



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34	Victorio C. Marigomen	OSDS, Division Office	AO IV-Supply Officer/APP-CSE In-Charge (review, update, manage and consolidate CSE)
35	Jeffrey S. Libor	OSDS, Division Office	Administrative Assistant III/BAC Secretariat Support Staff
36	Regie A. Cathedral	OSDS, Division Office	Information Technology Officer/PMIS Infrastructure In-Charge
37	Fernando D. Sumondong	CID, Division Office	Public Schools District Supervisor
38	Giezel C. Gongob	CID, Division Office	Public Schools District Supervisor
39	Elsa B. Buenavidez	CID, Division Office	Public Schools District Supervisor
40	Ian Francis E. Veloso	CID, Division Office	Public Schools District Supervisor
41	Menerva D. Barola	CID, Division Office	Public Schools District Supervisor
42	Milagros Z. Mendoza	CID, Division Office	Public Schools District Supervisor
43	Anelyn G. Engrascia	CID, Division Office	Public Schools District Supervisor
44	Selina O. Macas	CID, Division Office	Public Schools District Supervisor

Prepared by:

ROSALYN M. LATO
 SEPS-Planning and Research
 SGOD PMIS Program Holder

Recommending Approval:

SUSAN EPIFANIA B. CARPIO
 Chief ES – SGOD

ANACLETA A. GACASAN
 Chief ES – CID

DIONESIO L. LIWAGON JR., CESE
 Assistant Schools Division Superintendent

Approved:

NIMFA R. LAGO, PhD, CESO VI
 Asst. Schools Division Superintendent
 OIC, Schools Division Superintendent



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Enclosure No. 2: Training Matrix

Time	Day 1 – February 22, 2024		Day 2 – February 23, 2024	
	Particulars	Persons Involved	Particulars	Persons Involved
8:00 – 9:00	Attendance/ Opening Program	MARY JOY G. DOROMAL SEPS-HRLD <i>Host</i> <i>Process Observer</i> JEANELEI L. CAROLINO EPS II-HRTD <i>Attendance Sheet Facilitator</i> ADDA LIZA J. SAQUIN AO IV <i>Meal Sheet In-Charge Facilitator</i>	Session 5: Enhanced Sub-ARO Facility	IVY J. CABUAL Division Budget Officer
9:00 – 10:00	Session 1: Policy Cover Rationale Scope Definition of Terms Policy Statement	ROSALYN M. LATO SEPS-Planning and Research	Session 6: Enhancements on Accomplishment Reporting (Obligation/ Disbursement)	MARICEL D. AVILA Division Accountant
10:00 – 12:00	Session 2: Guidelines on the Operationalization of the Program Management Information System (PMIS) Workshop: Hands On	ROSALYN M. LATO SEPS-Planning and Research	Session 7 and 8 Enhancement of Plan Adjustment Module and New Facilities On Report Generation	ELL JUNE S. ABUCAY Planning Officer III
12:00 – 1:00	LUNCH BREAK			
	Session 3:	ELL JUNE S. ABUCAY	Session 9:	



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1:00 – 2:30	Enhancement of WFP	Planning Officer III/ Mary Joy G. Doromal SEPS-HRLD	Workshop on WFP/AR/ATC	ELL JUNE S. ABUCAY Planning Officer III
2:30 – 4:00	Session 4: Enhanced AR/ATC Facility	IVY J. CABUAL Division Budget Officer	Distribution of Certificate of Appearance	DOROTHY JOY B. YTING Administrative Officer V
4:00 – 5:00	FGD on the Observation of the Process in Conducting the Activities.	MARY JOY G. DOROMAL SEPS-HRLD	FGD on the Observation of the Process in Conducting the Activities.	Mary Joy G. Doromal SEPS-HRLD

Prepared by:

ROSALYN M. LATO
 SEPS-Planning and Research
 SGOD PMIS Program Holder

Recommending Approval:

SUSAN EPIFANIA B. CARPIO
 Chief ES – SGOD

ANACLETO A. GACASAN
 Chief ES – CID

DIONESIO L. LIWAGON JR., CESE
 Assistant Schools Division Superintendent

Approved:

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