



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

February 22, 2024

**DIVISIONAL MEMORANDUM**

No. 069 , s. 2024

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 064, S. 2024  
(CAPACITY BUILDING ON PROGRAM MANAGEMENT INFORMATION SYSTEM FOR  
DIVISION OFFICE PERSONNEL)**

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

1. This Office announces the postponement of the Capacity Building on Program Management Information System for Division Office Personnel from February 22-23, 2024 to March 20-21, 2024.
2. Attached are the updated 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 22, 2023 "Capacity Building on Program Management Information System (PMIS)"  
F&B/P&R-rml



Address: IBJT Compound, Carangan, Ozamiz City  
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**Enclosure No. 1:**

**Participants for 2024 Capacity Building on PMIS**  
**March 20-21, 2024**  
**Be Palace Hotel, Valconcha St., Aguada, Ozamiz City**

<b>No.</b>	<b>Participants</b>	<b>Station</b>	<b>Position</b>
1	Dr. Nimfa R. Lago, CESO VI	Division Office	Schools Division Superintendent
2	Dionesio L. Liwagon 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
16	Rose Mary R. Abapo	CID, Division Office	Education Program Supervisor-Filipino/Journalism



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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
34	Victorio C. Marigomen	OSDS, Division Office	AO IV-Supply Officer/APP-CSE In-Charge (review, update, manage and consolidate CSE)



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35	Jeffrey S. Libor	OSDS, Division Office	Administrative Assistant III/BAC Secretariat Support Staff
36	Regie A. Catedral	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
45	Engineer Eric Paul M. Catulong	SGOD, Division Office	Education Physical Facilities Coordinator

**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:**

**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 – March 20, 2024 Wednesday	
	Particulars	Persons Involved
8:00 – 8:30	<b>Attendance/ Opening Program</b>	<b>MARY JOY G. DOROMAL</b> SEPS-HRLD Host Process Observer <b>JEANELEI L. CAROLINO</b> EPS II-HRTD Attendance Sheet Facilitator  <b>ADDA LIZA J. SAQUIN</b> AO IV Meal Sheet In-Charge Facilitator
8:31 – 9:30	Session 1: <b>Policy Cover</b> <b>Rationale</b> <b>Scope</b> <b>Definition of Terms</b> <b>Policy Statement</b> Output 1: Review on Important Terms	<b>ROSALYN M. LATO</b> SEPS-Planning and Research
9:31 – 10:30	Session 2: <b>Guidelines on the Operationalization</b> <b>of the</b> <b>Program Management</b> <b>Information System (PMIS)</b> Output 2: 10-Item True or False	<b>ROSALYN M. LATO</b> SEPS-Planning and Research
10:31 – 11:30	Session 3: <b>2 Basics of WFP</b>	<b>Maricel D. Avila</b> Division Accountant III
11:31 – 12:00	<b>Workshop on WFP</b>	<b>Eli June S. Abucay</b> Planning Officer III
12:00 – 1:00	<b>NOON BREAK</b>	
1:00 – 1:30	<b>Workshop on PPMP</b>	<b>Ivy J. Cabual</b> Division Budget Officer
1:31 – 2:30	Session 4.2: <b>6 Basics of APP-CSE</b>	<b>Rosalyn M. Lato</b> SEPS-P&R
2:31 – 3:30	Session 4.1: <b>Enhanced AR/ATC Facility</b>	<b>Ivy J. Cabual</b> Division Budget Officer
3:31 – 4:00	<b>Workshop on AR/ATC</b>	<b>Eli June S. Abucay</b> Planning Officer III
4:00 – 5:00	<b>FGD on the Observation of the</b> <b>Process in Conducting the Activities.</b>	<b>Mary Joy G. Doromal</b> SEPS-HRLD



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Time	Day 2 – March 21, 2024 Thursday	
	Particulars	Persons Involved
8:00 – 9:00	Session 5: Enhanced Sub-ARO Facility	IVY J. CABUAL Division Budget Officer
9:00 – 10:00	Session 6: Enhancements on Accomplishment Reporting (Obligation/ Disbursement)	IVY J. CABUAL Division Budget Officer
10:00 – 12:00	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	<b>NOON BREAK</b>	
1:00 – 3:30	<b>1. Workshop on the PMIS Operation:</b> <ul style="list-style-type: none"> <li>• Visiting the PMIS website using username and password assigned.</li> <li>• Online preparation of EM including downloading and uploading duly approved and signed WFP</li> <li>• Online preparation of AR/ATC including downloading and uploading duly approved and signed AR/ATC</li> <li>• Online preparation and submission of physical accomplishments</li> </ul> <b>2. Presentation of Outputs</b>	ELL JUNE S. ABUCAY Planning Officer III/
2:30 – 4:00	Distribution of Certificates (Recognition/Participation/ 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

**Prepared by:**

**ROSALYN M. LATO**  
SEPS-Planning and Research

**Recommending Approval:**

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

**Approved:**

**NIMFA R. LAGO, PhD, CESO VI**  
Schools Division Superintendent



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