



DepEd - SDO of Bulacan
RECEIVED
 FEB 09 2023
 By: *J. P.*

Reproduction No. 037, s. 2023
 For dissemination and compliance.

ROWENA T. QUIAMBAO, CESE
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent
SCHOOLS DIVISION OF BULACAN

Republic of the Philippines
Department of Education
 REGION III-CENTRAL EDZON
 Bulacan Office

RECEIVED
 FEB 06 2023
 By: _____
 Time: *1:06*
RECEIVED
 FEB 03 2023

REGIONAL MEMORANDUM
 No. 055, s. 2023

IMPLEMENTATION GUIDELINES ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) AND QUARTERLY MONITORING OF PROGRAMS AND PROJECTS AT THE REGIONAL AND DIVISION LEVELS

To: Assistant Regional Director
 Schools Division Superintendents
 Regional Functional Division Chiefs
 Program/Project Owners
 Regional and Division Planning Officers
 Regional and Division Focal Person for M&E

1. This Office issues the enclosed **Implementation Guidelines on Program Management Information System (PMIS) and Quarterly Monitoring Programs and Projects at the Regional and Division Levels.**
2. The mechanisms and procedures shall guide each operating unit at the regional and division levels in the utilization and monitoring of the PMIS every quarter. This is to ensure and maximize the utilization of the system.
3. Immediate dissemination of and strict compliance with this Regional Memorandum is directed.

MW
MAY B. ECLAR, PhD, CESO III
MW
 Regional Director

PPRD1/fermos
 February 2, 2023

Encls: As stated.

Reference:
 DepEd Order No. 11, s. 2021





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Enclosure to R.M. No. _____ s. 2023

IMPLEMENTATION GUIDELINES ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) AND QUARTERLY MONITORING OF PROGRAMS AND PROJECTS AT THE REGIONAL AND DIVISION LEVELS

I. Rationale

DepEd Order No. 11, s. 2021, entitled, “Guidelines on the Operationalization of the Program Management Information System (PMIS)”, sets the guidelines on the processes, timelines, and accountability on the use of the PMIS. This is to support the effective and efficient management of plans and programs, increase the transparency of plans and programs at all levels of governance from DepEd Central Office to schools, and provide a platform that encourages a more diligent and systematic preparation of plans and utilization of budgets, aid in policy formulation and decision-making and enforce standards for planning and plan implementation.

Correspondingly, DepEd Regional Office III recognized the need to clarify guidelines in the utilization and monitoring of PMIS, considering the complexities in implementing various programs and projects, as well as the challenges in monitoring and evaluating all PPAs being implemented across governance levels. This is essential in improving service delivery through the modernization of education management and governance.

II. Scope

These implementing rules and guidelines shall cover the operationalization of the PMIS to support the planning, programming, and budget execution processes at the Regional Office (RO), and Schools Division Offices (SDOs) covering the operationalization of the following PMIS modules:

- a. maintenance of program and project profiles
- b. allocation of budget ceilings by PPAs
- c. preparation of Work and Financial Plans (WFPs) through Expenditure Matrix (EM)
- d. preparation of Project Procurement Management Plans (PPMPs) and list of Common-use Supplies and Equipment (CSES)



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

- e. confirmation of WFPs, PPMPs, and list of CSEs
- f. execution of plans with implementation documents such as the "Activity Request" (AR) and "Authority to Conduct" (ATC) modalities
- g. recording of obligations and disbursements
- h. recording of issuance and confirmation of receipt of sub-AROs
- i. periodic reporting of physical and financial accomplishments of all PPAs
- j. adjustments of WFPs as a result of Program Implementation Review (PIR)
- k. monitoring procurement and implementation milestones of basic education inputs such as but not limited to Plantilla, Classroom, Learning Tools and Equipment, Learning Materials, and
- l. generation of APPs and reports on the physical and financial status of programs and projects.

III. Implementation Arrangements

A. Accessing the PMIS

1. The PMIS is fully operationalized to improve the monitoring of programs and projects including fund utilization across all governance levels each Fiscal Year budget preparation and implementation.
2. The PMIS is accessed through the web address <http://pmis.deped.gov.ph>. All operating units are given their respective user accounts to access the following:
 - a. approved allocation in the NEP/GAA and downloaded Program Support Fund (PSF)
 - b. facility for downloading and uploading the Expenditure Matrix to generate the approved WFP
 - c. facility to prepare details and schedule of PPMP
 - d. facility to prepare a list of APP-CSE
 - e. facility for preparation and submission of their respective ARs and ATCs
 - f. facility to record the status of physical accomplishment
 - g. facility to adjust the WFP after the conduct of PIR
3. The following offices shall have access to the PMIS facility:
 - a. Regional Office





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

- i. Office of the Regional Director
- ii. Regional Functional Divisions
- iii. Units and Sections
- iv. Procurement

b. Schools Division Office

- i. Office of the Schools Division Superintendent
- ii. School Governance and Operations Division
- iii. Curriculum and Instruction Division
- iv. Procurement

B. Specific Roles and Functions

1. Regional Office Implementation Team

a. Policy, Planning, and Research Division (PPRD)

- Ensure alignment of WFPs with policy directives and strategic directions of DepEd.
- Evaluate the proposed budget based on the physical plan.
- In coordination with Finance Division, reconcile financial and physical requirements.
- Prepare and submit a consolidated report on the physical plan.
- Initiate plans and policy adjustments based on reports.
- Serve as a member of the technical assistance team that will provide frontline support, coaching, and guidance relative to planning concerns, WFP Modules, and overall processes.
- Provide training and capacity-building activities to end users on planning modules and facilities.

b. Finance Division

- In coordination with PPRD, reconcile financial requirements based on the physical plan during budget preparation.
- Evaluate the proposed budget of different offices.





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

- Prepare and confirm receipt of Sub-ARO/fund transfer.
- Analyze financial reports of operations for submission to various agencies.
- In coordination with Quality Assurance Division, reconcile physical and financial reports.
- Prepare and submit the result of the financial report and evaluation.
- Serve as a member of the technical assistance that will provide frontline support, coaching, and guidance relative to financial matters such as budget requirements, fund release and utilization, and other PMIS concerns related to budget and accounting concerns.
- Provide training and capacity building to end users on plan finance modules and facilities.

c. Quality Assurance Division

- Review submitted implementation documents such as the Authority to Conduct (ATC).
- Monitor/track programs/projects implementation and recommend necessary actions (plan adjustment) to management.
- In coordination with Finance Division, reconcile financial and physical accomplishment reports.
- Review and evaluate the submitted physical accomplishment reports of PPAs for consolidation and submission to management.
- Serve as a member of the technical assistance team that will provide frontline support, coaching, and guidance relative to the monitoring of PPAs implementation and accomplishment report submission and other progress monitoring verification concerns.
- Provide training and capacity building to end users on plan progress monitoring modules and facilities.

d. BAC Secretariat

- Evaluate and confirm procurement plans of all operating units.
- Provide assistance to end users for preparation of PPMP.





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

- Review PPMP and Consolidate APPs.
- Assist the Bids and Awards Committee.
- Serve as a member of the technical assistance team that will provide frontline support, coaching, and guidance relative to procurement policies, processes, PPMP, and other system requirements.
- Provide training and capacity building to end users on plan procurement modules and facilities.

e. Asset Management Section

- Review, update, and manage a list of CSE and consolidate it into APP-CSE.
- Serve as a member of the technical assistance team that will provide frontline support, coaching, and guidance relative to policy on common-use supplies and equipment, APP-CSE module, and other supply and equipment concerns.
- Provide training and capacity building to end users on APP-CSE modules and facilities.

f. Office of the Regional Director - ICT Unit

- Manage and maintain the day-to-day operations of the PMIS infrastructure (servers, hardware, software, and communications).
- Conduct regular monitoring and assessment of system performance and identify current and future requirements to ensure high system availability and efficiency; undertake preventive maintenance of infrastructure components.
- Liaise with service providers and suppliers to ensure continuity of service maintenance of infrastructure.
- Communicate scheduled and/or emergency system maintenance to field users.
- Troubleshoot technical problems and assist PMIS users with technical issues relative to the system's utilization.

g. Regional Director

- Review and approve WFP.
- Direct actions to be taken based on recommendations.
- Issue policies or localized guidelines, if necessary.





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

- Review and approve the submitted Authority to Conduct.

2. Schools Division Office Implementation Team

a. School Governance and Operations Division (SGOD) – Planning and Research Section

- Ensure alignment of WFPs with policy directives and strategic directions of DepEd.
- Evaluate the proposed budget based on the physical plan
- In coordination with the Finance Services Section (Budget Unit), reconcile financial and physical requirements.
- Prepare and submit a consolidated report of the physical plan.
- Initiate plans and policy adjustments based on reports.
- Serve as a member of the technical assistance team that will provide frontline support, coaching, and guidance relative to planning concerns, WFP Modules and overall processes.
- Provide training and capacity-building activities to end users on planning modules and facilities.

b. Office of the Schools Division Superintendent – Finance Services Section (Budget Unit)

- In coordination with Planning and Research Section, reconcile financial requirements based on the physical plan during budget preparation.
- Evaluate the proposed budget of different offices.
- Prepare and confirm receipt of Sub-ARO/fund transfer.
- Analyze financial reports of operations for submission to various agencies.
- In coordination with School Management Monitoring and Evaluation Section, reconcile physical and financial reports.
- Prepare and submit results of financial report and evaluation.





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

- Serve as a member of the technical assistance that will provide frontline support, coaching, and guidance relative to financial matters such as budget requirements, fund release and utilization, and other PMIS concerns related to budget and accounting concerns.
- Provide training and capacity building to end users on plan finance modules and facilities.

c. SGOD – School Management Monitoring and Evaluation Section

- 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 the Finance Services Section (Budget Unit), reconcile financial and physical accomplishment reports.
- Review and evaluate the submitted physical accomplishment reports of PPAs for consolidation and submission to management.
- Serve as a member of the technical assistance team that will provide frontline support, coaching, and guidance relative to the monitoring of PPAs implementation and accomplishment report submission and other progress monitoring verification concerns.
- Provide training and capacity building to end users on plan progress monitoring modules and facilities.

d. BAC Secretariat

- Evaluate and confirm procurement plans of all operating units.
- Assist end users in the preparation of PPMP.
- Review PPMP and Consolidate APPs.
- Assist the Bids and Awards Committee.
- Serve as a member of the technical assistance team that will provide frontline support, coaching, and guidance relative to procurement policies, processes, PPMP, and other system requirements.





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

- Provide training and capacity building to end users on plan procurement modules and facilities.

e. Property and Supply Unit

- Review, update, and manage a list of CSE and consolidate it into APP-CSE.
- Serve as a member of the technical assistance team that will provide frontline support, coaching, and guidance relative to policy on common-use supplies and equipment, APP-CSE module, and other supply and equipment concerns.
- Provide training and capacity building to end users on APP-CSE modules and facilities.

f. Office Schools Division Superintendent - ICT Unit

- Manage and maintain the day-to-day operations of the PMIS infrastructure (servers, hardware, software, and communications).
- Conduct regular monitoring and assessment of system performance and identify current and future requirements to ensure high system availability and efficiency; undertake preventive maintenance of infrastructure components.
- Liaise with service providers and suppliers to ensure continuity of service maintenance of infrastructure.
- Communicate scheduled and/or emergency system maintenance to field users.
- Troubleshoot technical problems and assist PMIS users with technical issues relative to the system's utilization.

g. Schools Division Superintendent

- Review and approve WFP.
- Direct actions to be taken based on recommendations.
- Issue policies or localized guidelines, if necessary.
- Review and approve the submitted Authority to Conduct.



Address: Matalino St. D.M. Government Center, Maimpls, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

alignment of the plans with DepEd's thrust and strategies, RBEP/DEDP, and strategic directions through a process called triangulation before the approval of the head of the office. A Technical Working Group (TWG) composed of Planning, Finance, and Procurement can be formed to perform the process of triangulation to ensure that the submitted plans are within their office mandate and priorities. The TWG shall ensure that the physical, financial, and procurement plans are synchronized and aligned with the policies, rules, and regulations of the Department and oversight agencies.

7. Once the WFPs are generated in the system, operating units are required to submit their WFP to the Planning office of the next governance level for confirmation. The Planning office of the next governance level shall make sure that the PPMPs and APP-CSE are duly reflected in the PMIS before the approval of the head of the office.
8. Findings shall be immediately communicated to the concerned officers to reflect or adjust the WFP. WFPs that underwent review and approval by the head of the office shall be confirmed immediately in the system by the Planning office. For the Regional Office and OUs, the Reviewer is the Planning Service-Planning and Programming Division of the Central Office, and the Reviewer for the SDOs and OUs shall be the Policy Planning and Research Division of the Regional Office.

D. Monitoring and Evaluation

1. The monitoring of the utilization of the PMIS of each operating unit shall be held every quarter and the reporting of physical and financial accomplishments of SDOs relevant to PMIS requirements shall be held during the **quarterly Program Implementation Review (PIR)**.
2. **The submission of the Physical Accomplishment Report of OUs shall be strictly monitored by the Progress Monitoring Unit (QAD PMIS Focal Person and SGOD-SEPS in M and E) quarterly. OUs**





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

shall upload their accomplishment for the completion of the current quarter before proceeding to the next quarter. Meanwhile, the financial accomplishments of the implemented activities shall be reported by the Finance of RO and SDOs (Budget Officer and Accountant). The final status of WFPs for every year shall be "4th quarter completed".

- 3. The Monitoring and Evaluation Plan shall be prepared by the PMIS Implementation Team at the Regional Office and School Division Offices to measure the extent of system utilization and eventually system benefits and impact. The PMIS Implementation Team is the same as the composition of the Technical Assistance Team excluding the System Support Team.**
- 4. Through the regular review of the system, areas for improvement and policy recommendations to increase system efficiency, effectiveness, relevance, and sustainability shall be timely identified and corresponding corrective action shall be undertaken as soon as possible.**



Address: Matalino St. D.M. Government Center, Maimpls, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89; **Email Address:** region3@deped.gov.ph

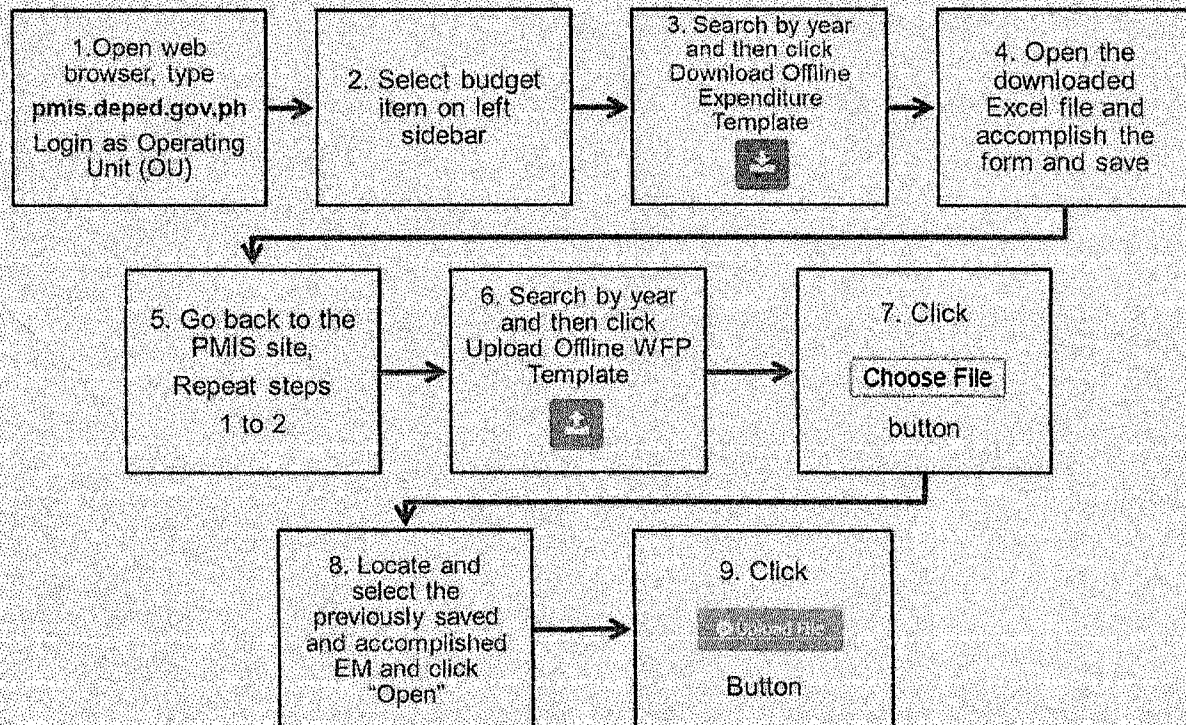
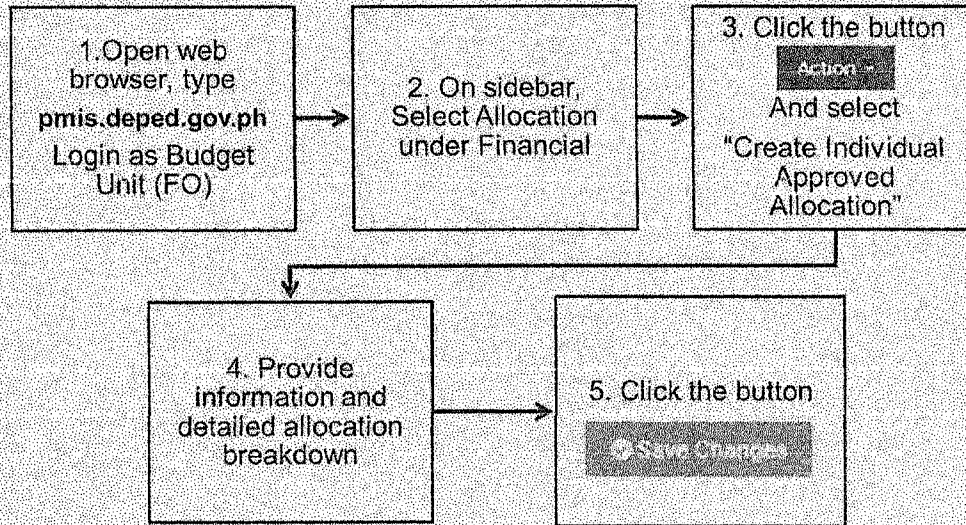




Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

ANNEXES

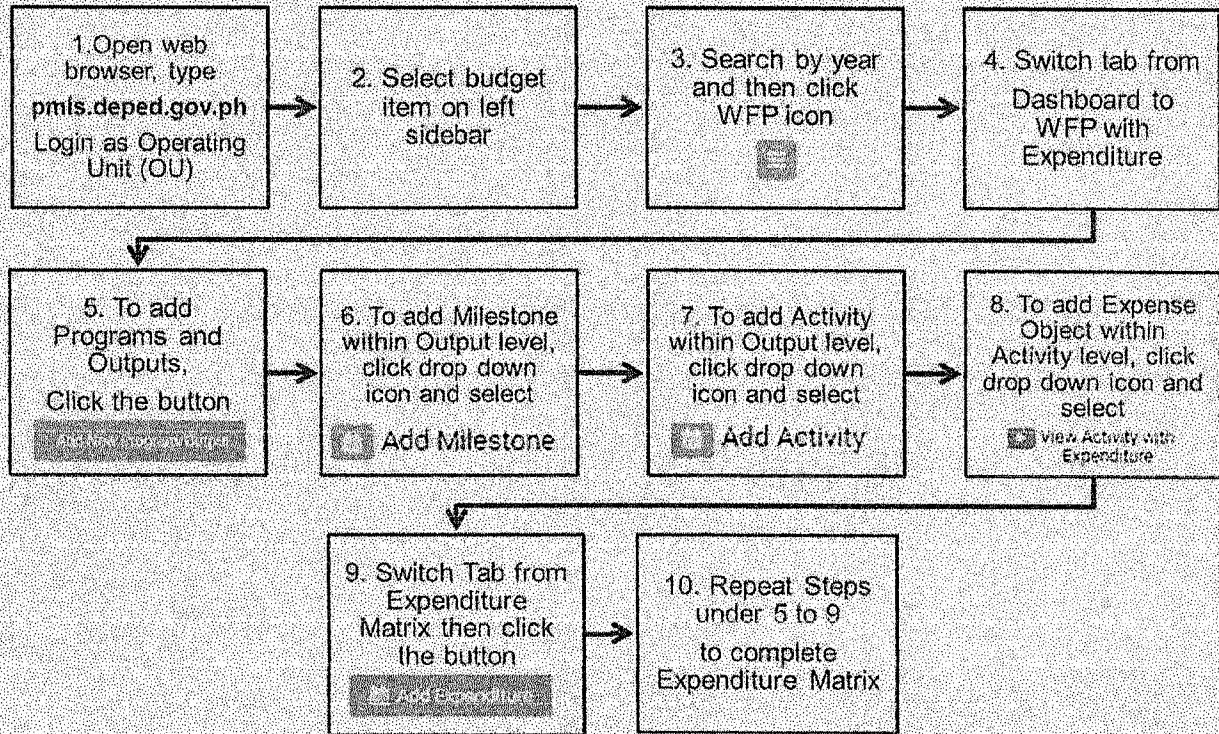
Creation of Budget Allocation



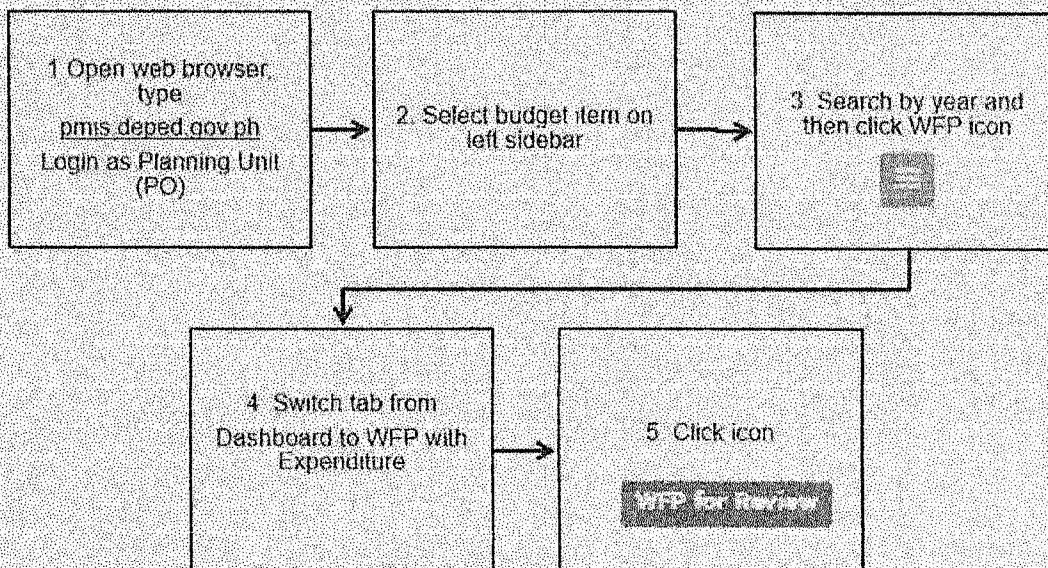


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Online Encoding Expenditure Form



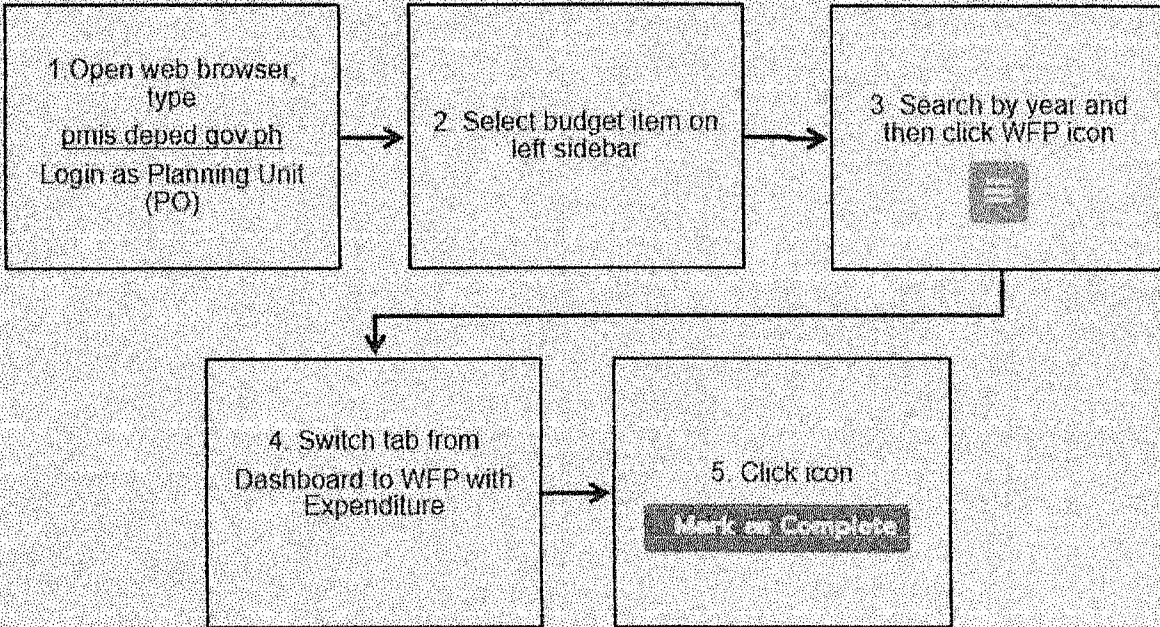
Review of Work and Financial Plan in the PMIS



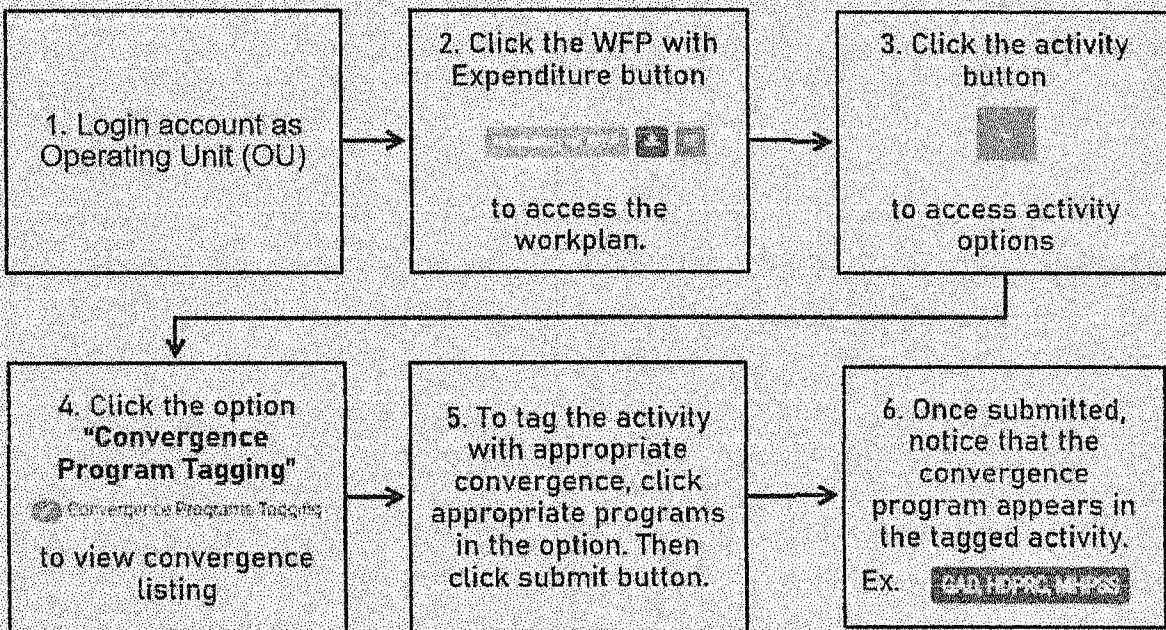


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Verification of Work and Financial Plan



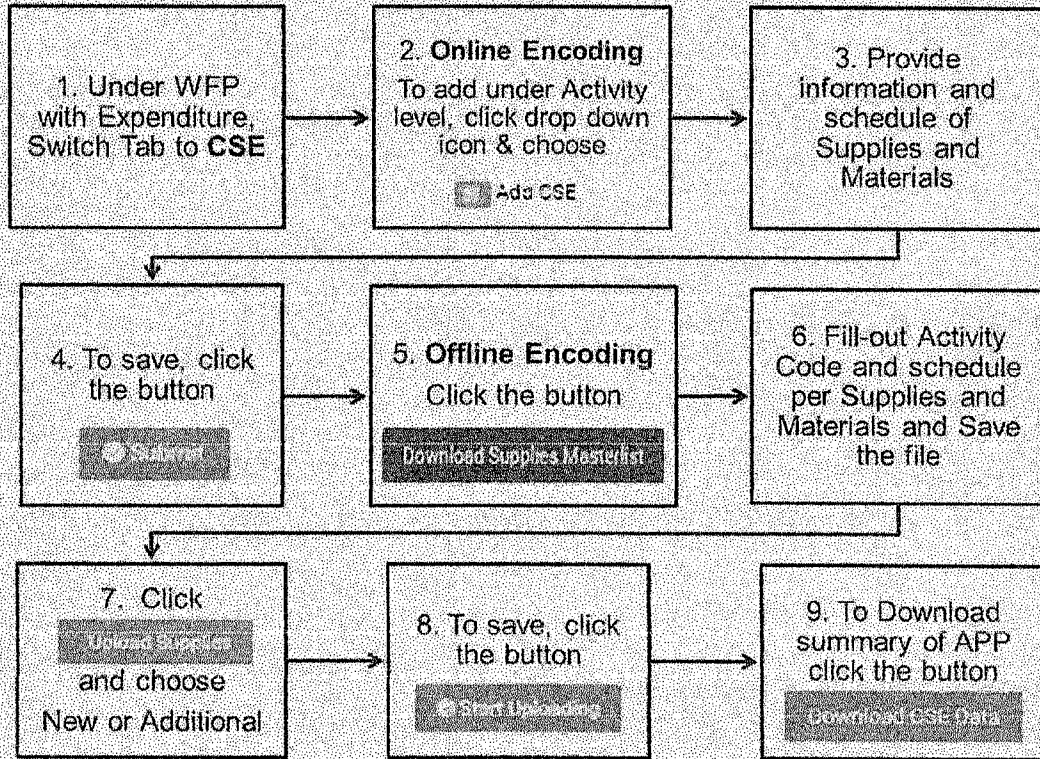
Tagging of Convergence Program



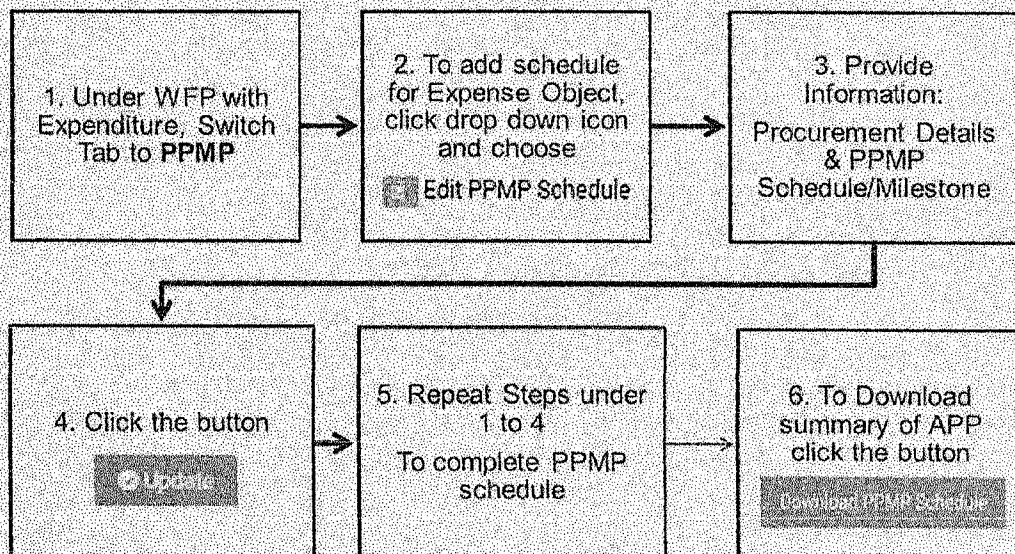


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Preparation of Project Procurement Management Plan (PPMP) in the PMIS



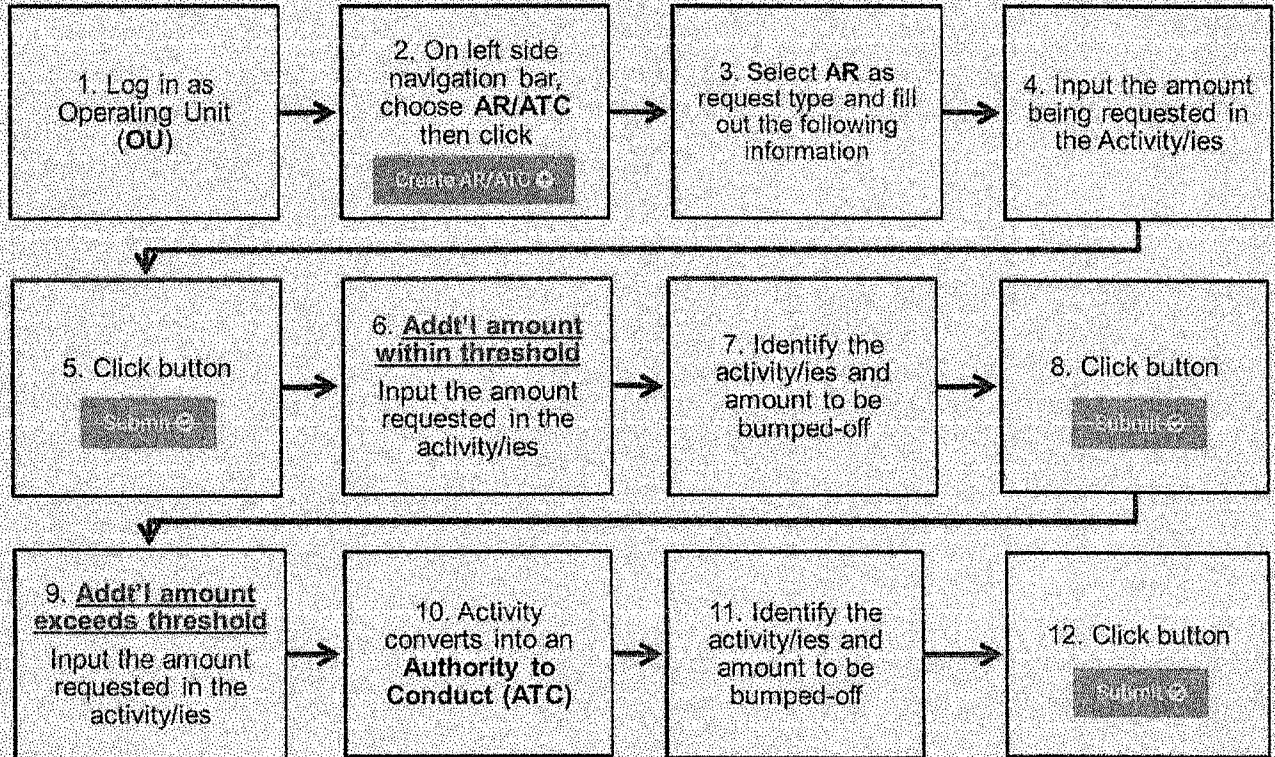
Preparation of Common-Used Supplies and Materials in the PMIS



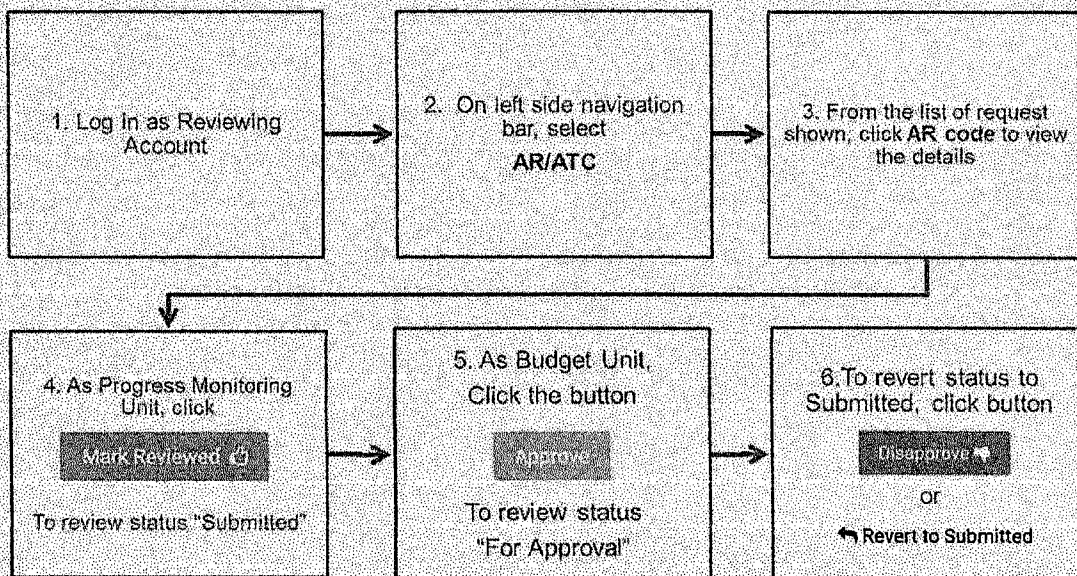


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Creation of Activity Request



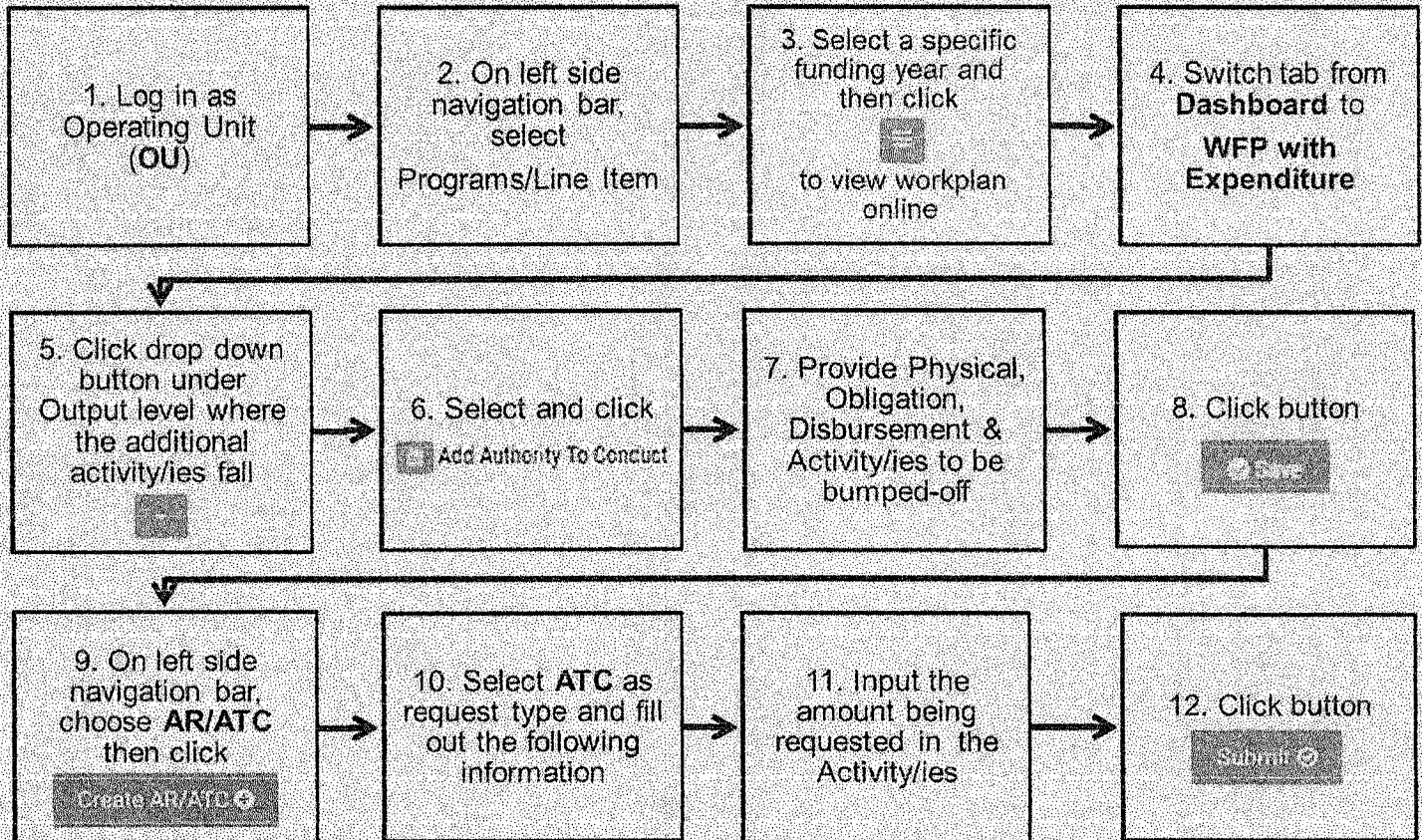
Review of Activity Request (AR)





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

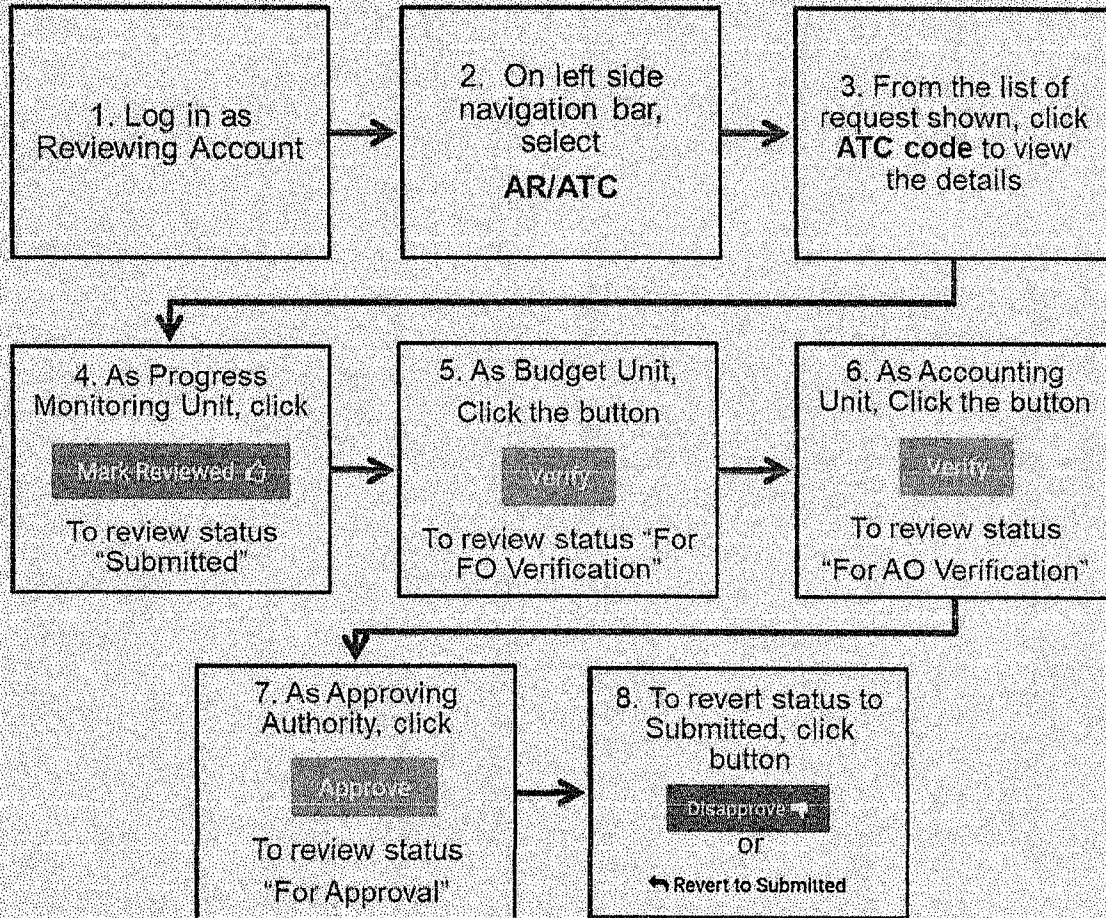
Creation of Authority to Conduct (ATC)





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

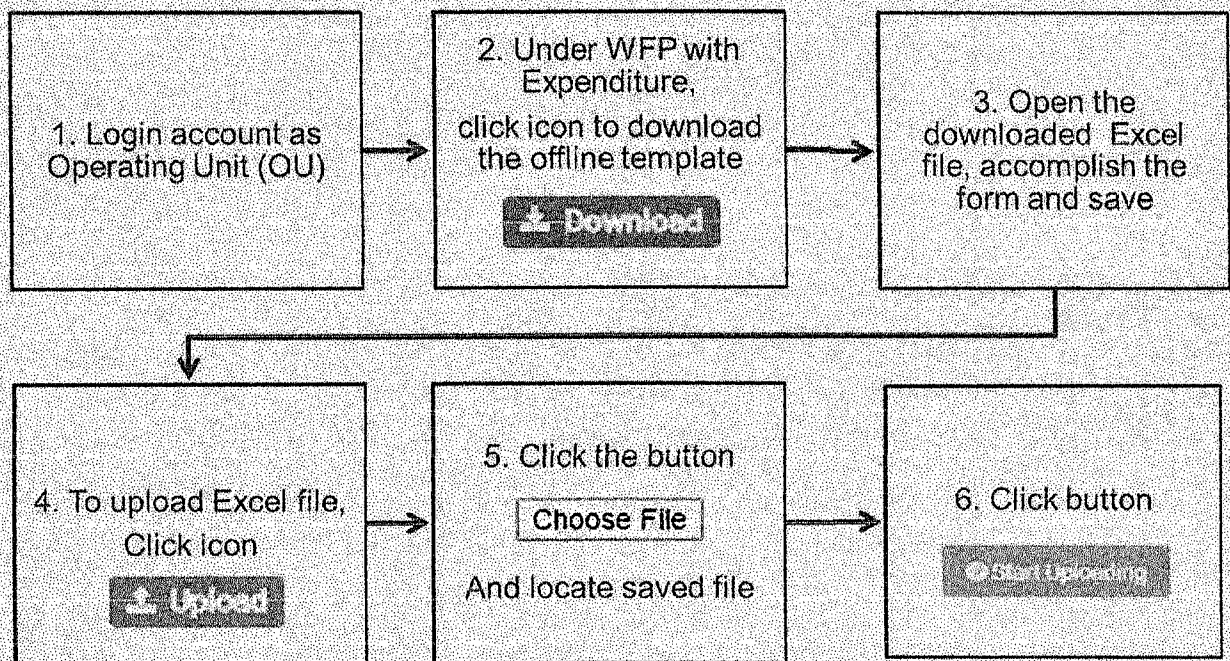
Review of Authority to Conduct (ATC)



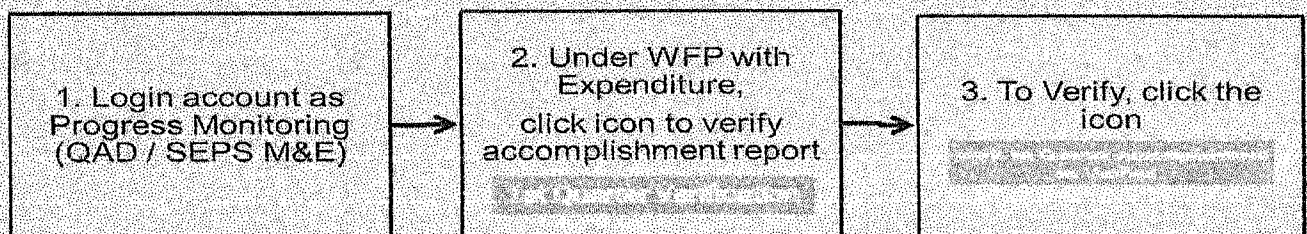


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Preparation of Accomplishment Report



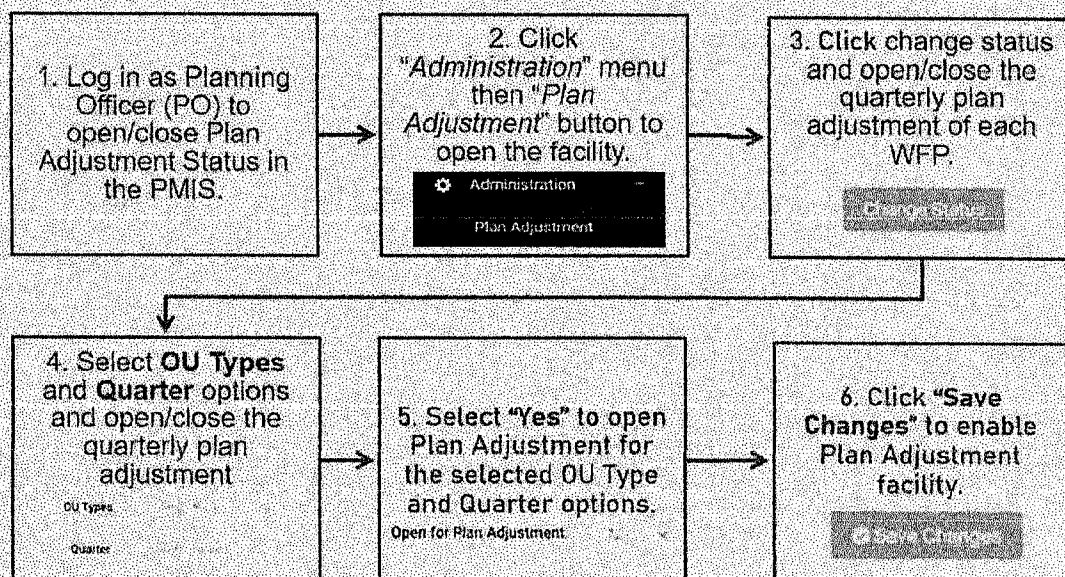
Review of Accomplishment Report



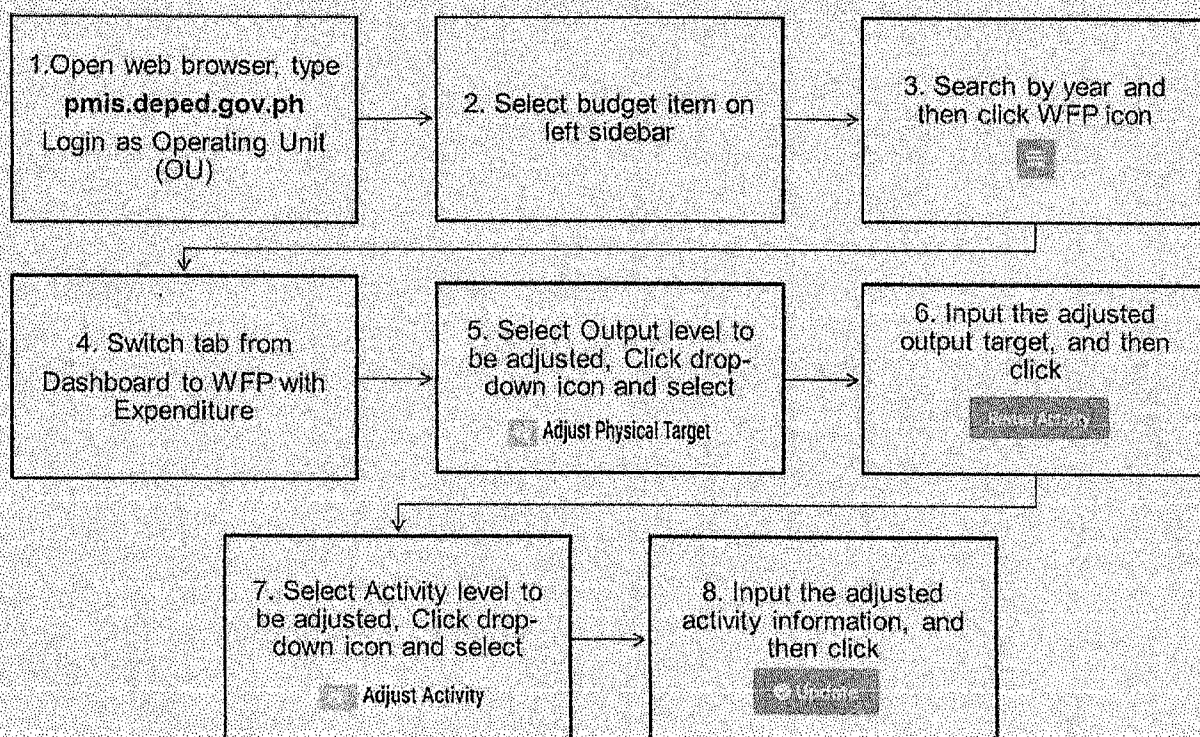


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Adjustment of Work and Financial Plan



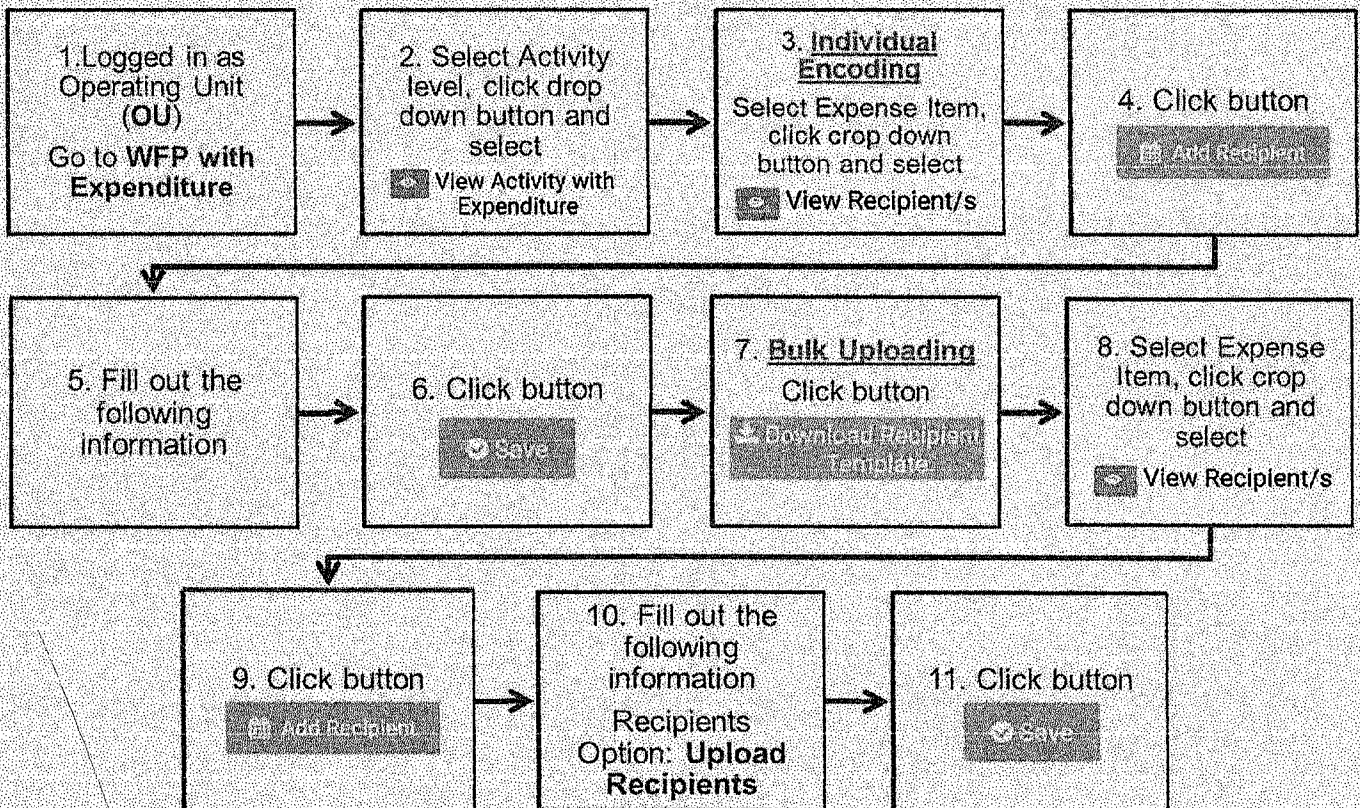
Adjustment of Work and Financial Plan





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

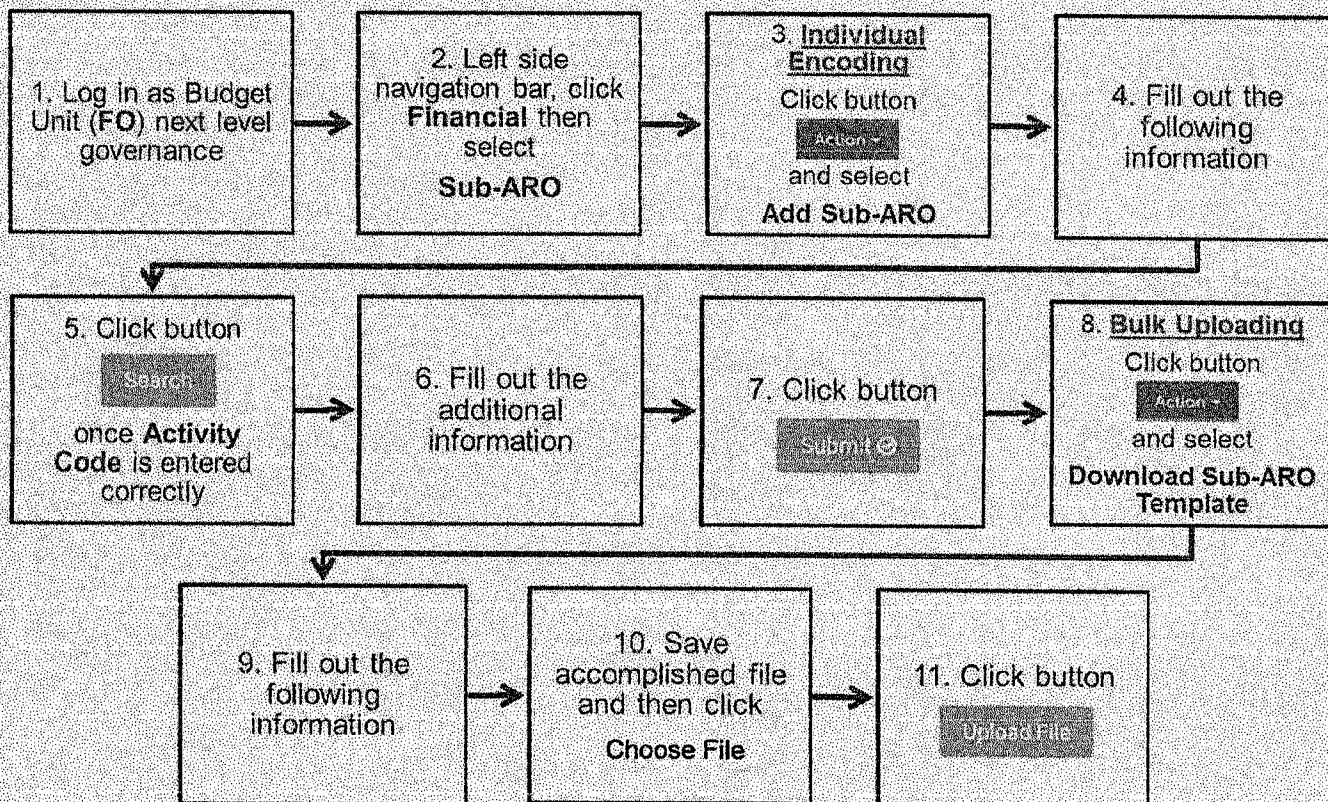
Uploading of Recipients (for Downloading & Procurement)



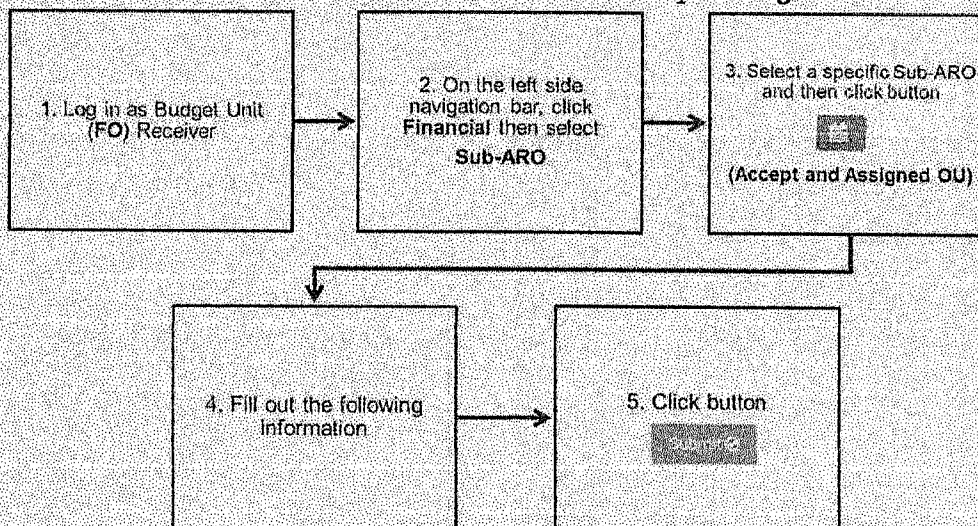


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Download Sub-Allotment Release Order (Next Level Governance)



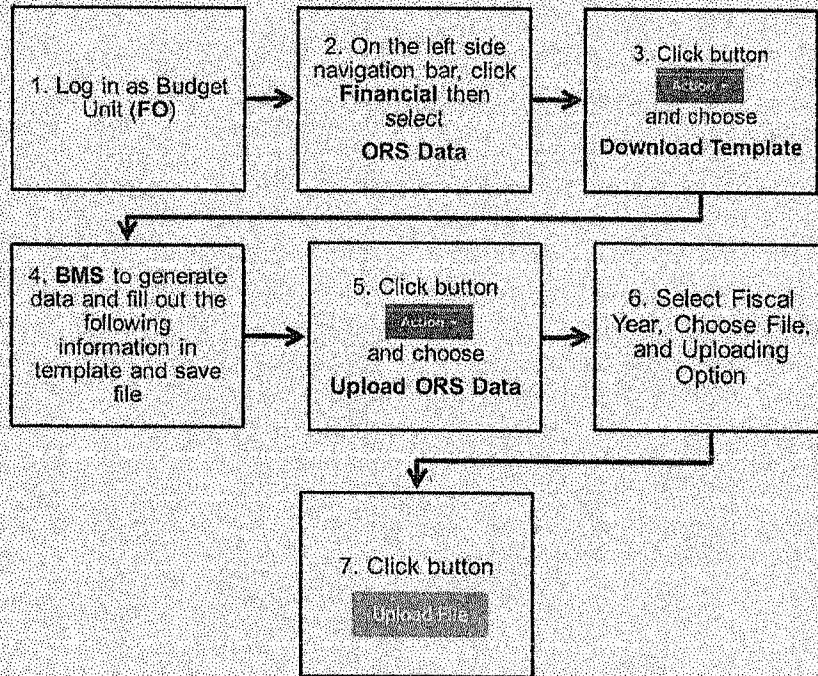
Accept/Receive downloaded Sub-ARO and reallocate to Operating Unit



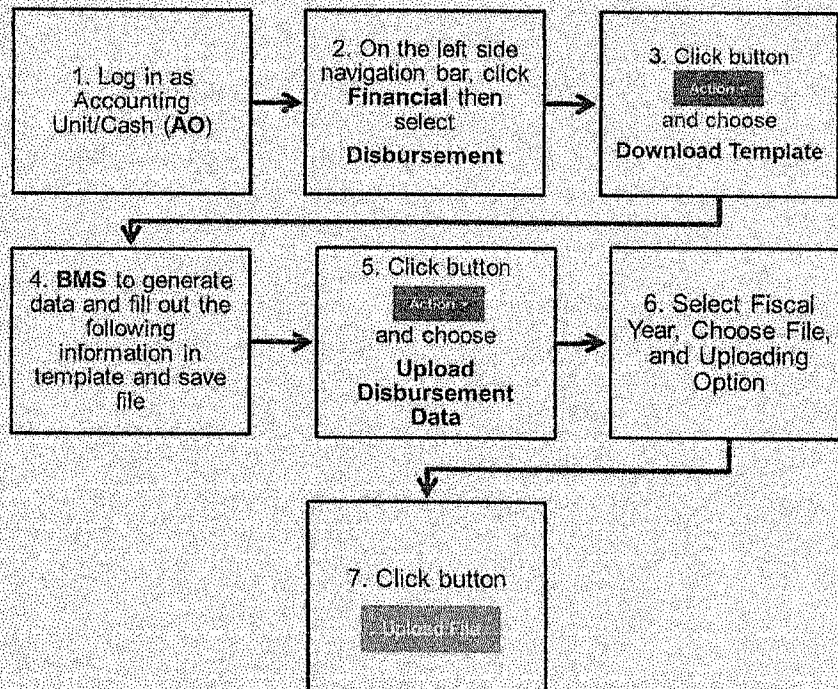


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Uploading of Financial Accomplishment (ORS Data)



Uploading of Financial Accomplishment (Disbursement)





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Uploading of CSE Masterlist

