




Republic of the Philippines
Department of Education
REGION V - BICOL



Office of the Regional Director

MEMORANDUM

TO : Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs for Functional and Support Divisions, SDOs and ROP
Proper
RO/SDO Budget Officers, Planning Officers, Supply Officers
Program Owners
PPRD Personnel
All Others Concerned

FROM : 
GILBERT T. SADSAD
Regional Director

SUBJECT : REITERATION OF THE IMPLEMENTATION OF THE DO NO. 11
RE: GUIDELINES ON THE OPERATIONALIZATION OF THE
PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

DATE : March 28, 2023

1. In line with the efforts of the Department of Education to improve service delivery through tracking of outputs and outcomes of programs, activities and projects, submission of accurate reports and analysis of implementation status, ability of program owners to provide real-time and accurate information to the management for evidence-based decision making, and linking the findings of the monitoring and evaluation with plan formulation, execution and budget utilization, this Office hereby reiterates the implementation of provisions in the DepEd Order No. 11 dated February 24, 2021 re: Guidelines on the Operationalization of the Program Management Information System (PMIS).
2. Attached as Enclosure No. 1 is the Status of the WFPs of Schools Division Offices as of March 31, 2023 for reference. All concerned operating units with **NO WFP and UPDATING OF WFP** status are advised to upload and submit the WFP for review. All the WFPs in **FOR REVIEW** status are for review by the Planning and Research Section. And all the **WFPs FOR VERIFICATION** are being processed by the PPRD to be marked as **Complete**.
3. Attached as Enclosure No. 2 is the status of the WFPs of the Functional and Support Divisions of the Regional Office Proper as of March 31, 2023 for reference. All concerned operating units with **NO WFP and UPDATING OF WFP** status are advised to upload and submit the WFP for review. All the WFPs in **FOR REVIEW** status are for review by the PPRD. And all the **WFPs FOR VERIFICATION** are to be forwarded to Central Office and awaiting to be marked as **Complete**.
4. Further, all the operating units of the WFPs in **WFP COMPLETED STATUS** shall report the physical accomplishments before the 5th day of the succeeding month or real-time using the accomplishment reporting facility of the system or after the completion of the activity. And during the last month of every quarter, five (5) working days shall be given to review and finalize all reported accomplishments. After which, the progress



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monitoring of the same governance level shall review and confirm the final submission of the reported accomplishment within three (3) working days after the submission of the OUs.

5. Meanwhile, the financial accomplishments of the implemented activities shall be reported by the Finance of the CO, ROs, and SDOs. The financial accomplishments will be reported using the obligation and disbursement reporting facilities of the system which are linked with the processed ARs and ATCs.

6. Reporting of accurate accomplishment shall be ensured by the progress monitoring of all governance level as this will be used during the conduct of the quarterly Program Implementation Review (PIR) and Plan Adjustment. The PIR serves as a venue to solicit the management's response to barriers and bottlenecks affecting the delivery of basic education services and for necessary plan adjustment. It is also a venue for assessing the plan and absorptive capacity of operating units.

7. All operating units with delayed PPAs implementation are advised to prepare their respective catch-up plan prior to the conduct of the PIR. After the conduct of quarterly PIR, all operating units shall finalize their catch-up plan within three (3) working days based on the comments and recommendations of the management detailing the strategies to be employed that would fast-track the PPAs implementation and achieve what was planned.

8. Operating units can also adjust their planned activities/ projects using the PMIS for the succeeding quarters based on the results of the quarterly PIR. During this plan adjustment period, the operating units shall be given the opportunity to adjust their WFPs using the editing facility of the system, if deemed necessary.

9. However, the adjustments in the WFP will work on the remaining approved budget lodged to their office. These adjustments should ensure accomplishment of undelivered targets from the previous quarter and address issues and concerns identified during the PIR to guarantee that the variances and the current targets are accomplished. The editing facility of the system for plan adjustments will be available only during the time set for the operating units to set their adjustments quarterly. After such time, the editing facility will be locked, and the provisions of the WFP modality will take in effect.

10. For clarifications, please contact PPRD at pprd.rosa@deped.gov.ph.

11. Immediate dissemination of and strict compliance with this Memorandum are desired.

pprd/rtb/msc

April 12, 2023

To: Assistant Schools Division Superintendent
CID/SGOD Chief
Budget Officer
Planning Officer
Supply Officers
Program Owners
All Others Concerned

For information, dissemination, and strict compliance


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent