



Republic of the Philippines
Department of Education
REGION XIII (Caraga)
Jose Rosales Avenue, Butuan City



November 10, 2018


REGIONAL MEMORANDUM
No. 638 s. 2018



**TRAINING OF TRAINORS ON PROGRAM MANAGEMENT
SYSTEM (PMIS) FOR CY 2019**

To: All Schools Division Superintendents
Caraga Region

1. This is to announce that there will be a Three-Day Training of Trainors for the uploading of the Work and Financial Plan to the Program Management Information System (PMIS) for CY 2019 on November 14-16, 2018 at Dottie's Place, J. C. Aquino Avenue, Butuan City.
2. It is envisioned by DepEd Central Office that a well crafted Work and Financial Plan by **funding source** shall be submitted online by all levels of governance in the Regional and Division Offices. Eventually after the RTOT, a Division Roll-out of the WFP in PMIS will immediately follow.
3. All Division Planning Officers are required to attend as a preparation for the Roll-out in the twelve (12) divisions for the succeeding months of which the PPRD team and all Division Planning Officers will be considered as PMIS Regional Trainors.
4. Participants shall have to bring their laptops, Wireless Fidelity (Wifi) and extension wires. Since this is an activity spearheaded by the Central Office, all participants shall be at the venue at Day 0 (in the afternoon of November 13 at 5:00PM). There are instructions to be given at Day 0. First meal will be dinner of November 13, 2018 and the last meal will be dinner of November 16, 2018.
5. Travelling expenses of participants shall be charged against their division's local funds, while food and accommodation shall be chargeable against PMIS funds.
6. Please be guided accordingly.
7. For your guidance and strict compliance.


for **FRANCIS CESAR O. BRINGAS, CESO V**
OIC – Regional Director

PPRD/mfa/mtd
FN: RegMem
11/11/18
3:26PM