

January 8, 2019



**REGIONAL MEMORANDUM**


No. 003, s. 2019

**ADDENDUM TO REGIONAL MEMORANDUM NO. 696 S., 2018 ENTITLED "DIVISION ROLL-OUT ON THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PHASE 1)**

**TO: ALL SCHOOLS DIVISION SUPERINTENDENTS**

This Region

1. In the exigency of the activity on PMIS Roll-out intended for the Schools Division Offices, please include one (1) Division ITO and one (1) Supply Officer to attend in the 4-day Training.
2. Division Supply Officers shall have to be capacitated on the preparation and protocols of the PMIS in the Division as well as in the consolidation of the PPMP-APP on Common Use Office Supplies. It is a must that they attend to this training-workshop.
3. The Information Technology Officer can also be a big help in the uploading of the WFP through the Expenditure Matrix to the system. It is further suggested that program owners in each division shall compose the 17 number of participants of every division (ex. SDS, program owners, planning officer, budget officer, BAC member, ITO, supply officer).
4. Participants are required to bring laptops, wireless fidelity (wifi) and extension wires.
5. Travelling expenses of participants shall be charged against their division's local funds while training venue, meals and accommodation shall be charged against PMIS funds.
6. Island Division participants may check in at Day 0 (January 13, 2019). Please refer to Regional Memorandum No. 696, series 2018 for more clarifications.
7. Please be guided accordingly

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

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