



May 30, 2019

**REGIONAL MEMORANDUM**

No. 281 series, 2019



All Schools Division Superintendents  
Caraga Region

**CREATION/GENERATION OF ACTIVITY REQUEST (AR) AUTHORITY TO CONDUCT (ATC) IN ALL  
PROGRAM PROJECTS THROUGH THE PROGRAM MANAGEMENT  
INFORMATION SYSTEM**

1. DepEd Central Office through the Planning and Programming Division is monitoring the Regional Offices and all Schools Division Offices across all levels of governance on the generation and or creation of Activity Request/Authority To Conduct online. AR or ATC has to be attached in the Project Proposal in every activity to be conducted. The Activity Request (AR) can be generated in the system if PAPs are reflected in the Work and Financial Plan, but for PAPs to be conducted which are not planned, an Authority To Conduct (ATC) has to be prepared following protocols discussed during the Division PMIS Roll-out (Phase I).
2. In this connection, all Program Owners through a designated person (if there's any) are mandated to strictly generate/create Activity Request (AR) Authority To Conduct (ATC) in the system. All Chiefs of Functional Division in the Schools Division Offices (SGOD, CID, OSDS and OASDS) are enjoined to strictly adhere to the mandate stipulated in DepEd Order No. 16, series 2018 issued on March 28, 2018.
3. For activities conducted in January, 2019 up to the present with no AR/ATC yet, you are directed to generate it immediately reflecting the actual details of your activities conducted (no. of pax, date, amount spent and other details). It must be printed, signed by the Chief/OIC and approved by the Schools Division Superintendent. The number of ARs/ATCs generated by each division can be viewed online by DepEd Central Office, RO PPRD and the Functional Division's PMIS account.
4. These documents are needed as a tool to measure the number of conducted PAPs in all Schools Division Offices. For the Central Office, it will serve as online monitoring on the status of programs and projects implementation. DepEd CO through the Planning and Programming Division (PPD) is strictly counting on this data.
5. For strict and immediate compliance.

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

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