



October 1, 2019

REGIONAL MEMORANDUM

No. 563 s. 2019



**REGIONAL TRAINING OF TRAINORS ON
PMIS BASIC INPUTS CY 2019**

**To: All Schools Division Superintendents
Caraga Region**

1. DepEd Central Office in coordination with the Policy, Planning and Research Division of the Regional Office will conduct a Four-Day Training of Trainors on PMIS Basic Inputs, from **October 28 to 31, 2019** at Almont Inland Hotel, J. C. Aquino Avenue, Butuan City.
2. Participants are the following: Eight (8) RO FD Chiefs, One (1) RO M&E on PMIS (from QAD), One (1) RO BAC Secretariat Member, One (1) RO Planning Officer, One (1) RO Budget Officer, One (1) RO Accountant, One (1) RO Supply Officer, One (1) RO HRMO, Twelve (12) Division Planning Officers, Twelve (12) Division HRMOs, Twelve (12) Division Budget Officers, Twelve (12) Division Accountants, Twelve (12) SDO M & E, RO PPRD Staff and ten (10) representatives from DepEd Central Office.
3. Since this activity will focus on the new features of the PMIS on Basic Inputs especially on Teacher Items and Downloading of funds, a 100% attendance of HRMOs and Budget Officers in all the Schools Division Offices is expected.
4. This is a live-in activity. Participants are encouraged to bring laptops and extension wires for the workshop. Expected check in will be in the afternoon of Day 0, October 27, 2019 and check out on November 1, 2019 before 12:00 Noon.
5. All participants are expected to be at the venue on Day 0 of October 27, 2019 for the preliminary activities.
6. For your guidance and strict compliance.


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

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