



January 13, 2020



REGIONAL MEMORANDUM

No. 031 s. 2019

**ONE-DAY ENHANCEMENT AND PRESENTATION WORKSHOP OF RO AND SDO
PROGRAM OWNERS/FOCAL PERSONS WITH 12 DIVISION PLANNING
OFFICERS AND 9 ACCOUNTABLE OFFICERS**

To: Schools Division Superintendents
Chiefs of RO Functional Division
This Region

1. There will be a One-Day Enhancement and Presentation Workshop on the Work and Financial Plan for CY 2020 in Expenditure Matrix in preparation for uploading to the PMIS on January 16, 2020 at the **Grand Palace Hotel, Butuan City**.
2. The following are the aims of the activity:
 1. awareness of the Program Owners that MOOE, Sub-ARO, HRTD funded projects in DepEd have to be incorporated in the PMIS through the Expenditure Matrices starting this year, CY 2020.
 2. thorough review on the content of the matrices to be uploaded to the system
 3. understanding of the RO and SDO Accountable Officers on their roles relative to the implementation of the PMIS
 4. valid and accurate entries of the matrices vis-à-vis allocated budget
 5. coherence of the stated Programs to the Outputs, Activities and Performance Indicators in the Matrices to be uploaded to the PMIS
3. **Each division shall** send nine (9) Division PMIS Office Accountable Officers, twelve (12) Division Planning Officers, Five (5) Program Owners. For the Regional Office, participants are eight (8) RO Chiefs of Functional Division, Twenty (20) RO Program Owners/Coordinators, Ten (10) Regional Office Administrative Assistants and one (1) Regional Office Information Technology Officer and one (1) Computer Programmer or Computer Maintenance Technologist.
4. **This is a One-Day activity only.** Only breakfast, AM snacks, Lunch, PM snacks and dinner will be served. No accommodations are allowed. If participants chose to stay overnight before and after the activity, expenses are charged to their division's local funds.
5. Participants shall have to bring their laptops, extension wires and *wireless fidelity (wi-fi)* for the activity.
6. For your information, guidance and strict compliance

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

PPRD/mfa/mtd
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(085) 342 - 8207



caraga@deped.gov.ph



www.caraga.deped.gov.ph