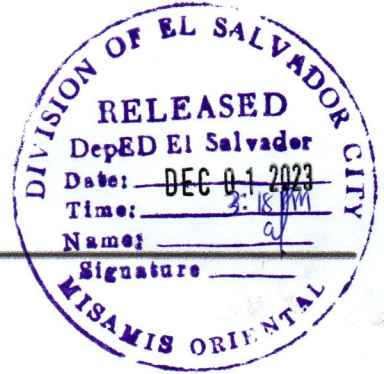




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



November 28, 2023

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 526, s. 2023

**WORKSHOP AND REVISITATION OF THE PROGRAM MANAGEMENT
INFORMATION SYSTEM (PMIS) PROCESSES FOR CY 2023**

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Education Program Supervisors, SGOD & CID
SGOD Personnel
PMIS Program Holders and Account Holders
All Others Concerned
This Division

1. Pursuant to **DepEd Order No. 88, s. 2022** re: **Reiteration on the strict compliance and institutionalization of Deped Order 11 s. 2021**, the Program Management Information System Team of the Division hereby informs all concerned that there will be a conduct of a 2-day workshop and revisitation of the Program Management Information System processes on December 13-14, 2023, from 8:00 am-5:00 pm at the Diamond Building Conference Room. Please see **Attachment 1**.
2. Further, members of the Technical Working Group are directed to attend a pre-work activity on December 12, 2023, at the Diamond Building Conference Room from 1:00 am to 5:00 pm.
 - 2.1. Planning Officer
 - 2.2. SEPS, SMME
 - 2.3. Budget Officer III
 - 2.4. Division Accountant
 - 2.5. BAC,
 - 2.6. PMIS Account Holder
 - 2.7. Supply Officer
3. Lastly, the identified participants are directed to bring their own laptops, extension wires, and related materials for the workshop.





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3. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. Immediate and wide dissemination of this memorandum is desired.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

PROGRAMS





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

KBA-PLANNING UNIT

Enclosure 1. Participants

Day 1, December 13, 2023

No.	Name	Designation	Official Station
1	RANDOLPH B. TORTOLA	SCHOOLS DIVISIONS SUPERINTENDENT	DIVISION OFFICE
2	CONNIEBEL C. NISTAL	ASST. SCHOOLS DIVISION SUPERINTENDENT	DIVISION OFFICE
3	ROLLY B. LABIS	SGOD CHIEF	DIVISION OFFICE
4	NINIAN A. ALCASID	CID CHIEF	DIVISION OFFICE
5	KEVIN B. ASEQUIA	PLANNING OFFICER III	DIVISION OFFICE
6	MARICRIS P. QUISMUNDO	SEPS, SMME	DIVISION OFFICE
7	ANALYN G. FABRIA	EPSVR, SGOD	DIVISION OFFICE
8	MARICRIS P. QUISMUNDO	SEPS, SMME	DIVISION OFFICE
9	TONNIE MAE M. GONZALES	DIVISION ENGINEER	DIVISION OFFICE
10	MARILOU DESCALLAR	EPS II, HRTD	DIVISION OFFICE
11	KAREN ROSE A. SERRANIA	SEPS, HRTD	DIVISION OFFICE
12	CHERIEMAE D. GENEROL	EPS II, SMME	DIVISION OFFICE
13	JURICA ETHEL ESTRADA	PDO II	DIVISION OFFICE
14	GLADYS GRACE H. CABELTES	DIVISION MEDICAL OFFICER III	DIVISION OFFICE
15	FRANZ MAYBELLE GAID	DIVISION NURSE	DIVISION OFFICE
16	CECILLE H. KHOBUNTIN	DIVISION NURSE	DIVISION OFFICE
17	NURUS SARAH A. ALONTO	DIVISION DENTIST	DIVISION OFFICE
18	FELANIE MARIE A. LIM	DIVISION HRMO	DIVISION OFFICE
19	MARICEL B. JANGAO	DIVISION ACCOUNTANT	DIVISION OFFICE
20	STEPHANIE P. SALIGUMBA	DIVISION BUDGET OFFICER	DIVISION OFFICE
21	RIZAN L. SARDANE	CASHIER	DIVISION OFFICE
22	RODRIGO N. VALMORIA	BAC SECRETARIAT	DIVISION OFFICE



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Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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SCHOOLS DIVISION OF EL SALVADOR CITY

23	ALAN T. SACULINGAN	SUPPLY OFFICER	DIVISION OFFICE
24	DEXTER A. CARANGCARANG	ADMIN AIDE VI	DIVISION OFFICE
25	ELEONOR R. ISIDERIO	RECORDS OFFICER	DIVISION OFFICE
26	LEAH C. AKUT	ADMIN ASSISTANT III	DIVISION OFFICE
27	ESMAEL V. MALACO JR	PDO I	DIVISION OFFICE
28	FAITH Q. COLLARTE	GUIDANCE COUNSELOR	DIVISION OFFICE
29	JAMES WORREN P. CLARABAL	ADMIN AIDE/TWG	DIVISION OFFICE

Day 2, December 14, 2023

No.	Name	Designation	Official Station
1	RANDOLPH B. TORTOLA	SCHOOLS DIVISIONS SUPERINTENDENT	DIVISION OFFICE
2	CONNIEBEL C. NISTAL	ASST. SCHOOLS DIVISION SUPERINTENDENT	DIVISION OFFICE
3	ROLLY B. LABIS	SGOD CHIEF	DIVISION OFFICE
4	NINIAN A. ALCASID	CID CHIEF	DIVISION OFFICE
5	ALAN T. SACULINGAN	SUPPLY OFFICER	DIVISION OFFICE
6	DEXTER A. CARANGCARANG	ADMIN AIDE VI	DIVISION OFFICE
7	JEFFREY M. MARTINEZ	ADMINISTRATIVE OFFICER V	DIVISION OFFICE
8	GENEVIEVE E. LUSTERIO	EDUC. PROG. SUPERVISOR	DIVISION OFFICE
9	ANABELLE M. MAMA CLAY	EDUC. PROG. SUPERVISOR	DIVISION OFFICE
10	ROQUE R. SABASAJE	EDUC. PROG. SUPERVISOR	DIVISION OFFICE
11	MARGIE R. VALMORIA	EDUC. PROG. SUPERVISOR	DIVISION OFFICE
12	MARIE JADE A. CACAYAN	EDUC. PROG. SUPERVISOR	DIVISION OFFICE
13	LORNA H. ESTROSAS	EDUC. PROG. SUPERVISOR	DIVISION OFFICE
14	LINA C. BEJIGA	EDUC. PROG. SUPERVISOR	DIVISION OFFICE
15	JOHN FRANKLIN DRESSER	EDUC. PROG. SUPERVISOR	DIVISION OFFICE





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16	MARIEL UBAUB	EDUC. PROG. SUPERVISOR	DIVISION OFFICE
17	GRACE P. PACULBA	EDUC. PROG. SUPERVISOR	DIVISION OFFICE
18	GLENN JOHN O. ISIDERIO	PDO I	DIVISION OFFICE
19	SHERRIE R. DUNOG	ITO	DIVISION OFFICE
20	JOHNELL S. VACALARES	ALS	DIVISION OFFICE
21	RODRIGO N. VALMORIA	BAC SECRETARIAT	DIVISION OFFICE
22	KEVIN B. ASEQUIA	PLANNING OFFICER III	DIVISION OFFICE
23	MARICRIS P. QUISMUNDO	SEPS, SMME	DIVISION OFFICE
24.	STEPHANIE P. SALIGUMBA	BUDGET OFFICER III	DIVISION OFFICE
25.	JAMES WORREN P. CLARABAL	ADMIN AIDE/TWG	DIVISION OFFICE

INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITIES	RESPONSIBLE PERSON
8:00AM-8:20AM	OPENING /INVOCATION	
8:20 AM-8:30AM	OPENING REMARKS/WELCOME ADDRESS	ROLLY B. LABIS, CES SGOD
8:30AM-9:00AM	MESSAGE	RANDOLPH B. TORTOLA SDS
9:00 AM-9:10AM	RATIONALE/BACKGROUND	STEPHANIE A. SALUGUMBA BUDGET OFFICER
9:10AM-9:30AM	OVERVIEW OF THE PMIS	MARICEL B. JANGAO DIVISION ACCOUNTANT
9:30AM-10:00AM	OVERVIEW OF THE PMIS PROCESS	KEVIN B. ASEQUIA PLANNING OFFICER III
10:00AM-11:00AM	NAVIGATION OF THE PMIS SYSTEM	MARICRIS P. QUISMUNDO SEPS, SMME
11:00AM-12:00NN	ACCOMPLISHING THE EXPENDITURE MATRIX	KEVIN B. ASEQUIA PLANNING OFFICER III
12:00NN-1:00PM	WORKSHOP PROPER	PLANNING, SEPS-SMME, BUDGET OFFICER, FINANCE OFFICER, BAC, SUPPLY OFFICER

