



Republic of the Philippines  
**Department of Education**  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



November 27, 2014

Division Memorandum  
No. 661, s.2014

**ORIENTATION CUM TRAINING ON PROGRAM MANAGEMENT  
INFORMATION SYSTEM (PMIS)**

To: Assistant Superintendents  
Education Supervisors / Coordinators  
District Supervisors / OICs  
Elementary and Secondary School Heads  
Heads, STE/ESEP Implementing Schools, SSES

1. Attached is Regional Memorandum No. 729, s.2014, dated November 2, 2014, entitled ,  
“Orientation Cum Training On Program Management Information System (PMIS)” with list of  
identified participants to attend.
2. Wide dissemination of this Memorandum is desired .

  
ARDEN D. MONISIT, Ed.D.  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent	(032) 414-7457
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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE



**Name of Participants to Attend the Orientation Cum Training on  
Program Management Information System (PMIS)  
Date: December 1 to 3, 2014**

Name of Participants	Name of School/ Division Office	Designation	Gender	Date of Arrival	Date of Departure	Please put a check as appropriate	
						Attended a PMIS Orientation	No PMIS Orientation
Jenelyn Craste	Minglanilla -1 Central ES	P-3	F	12-1-2014			/
Candida Purgatoryo	Badian NHS	P-1	F	12-1-2014			/
Marivic Yballe	Buanoy NHS	P-1	F	12-1-2104			/
Ester Cabatana	San Remegio NHS	P-1	F	12-1-2014			/
Violeta Gonzaga	Consolacion CS SPED	P-2	F	12-1-2012			/
Adam Ivoh Villordon	Lipata CS SPED Center	District OIC/P-2	F	12-1-2014			/
Mercedita Arquillano	San Francisco CS SPED	P-2	F	12-1-2014			/
Joel Umbay	San Fernando CS SPED	P-1	M	12-1-2014			/
Cleofe V. Papango	Bantayan 1 CS SPED	P-2	F	12-1-2014			/
Alberta Emnace	Barili 1 CS SPED Center	P-1	F	12-1-2014			/
Florencia Labang	Pinamungahan CS SPED	P-1	F	12-1-2014			/
Fedelina Entero	Carmen NHS	P-3	F	12-1-2014			/
Editha Bongcaras	Lamac NHS	P-1	F	12-1-2014			/
Zenita Obeso	Lipata NHS	P-2	F	12-1-2014			/
Dr. Chona Redoble	Sibonga NHS	P-2	F	12-1-2014			/
Romeo Mejia	Bitoon NVHS	P-2	M	12-1-2014			/
Adelina Semblante	Consolacion NHS	P-3	F	12-1-2014			/
Ronil Manayon	Div. Office	P-1/Div.Sci Coord.-Sec.	M	12-1-2014			/
Juvimar E. Montolo	Div. Office	PSDS-Div. Coord-Sci- Elem	F	12-1-2014		/	
Gladys Balagtas	Div. Office	P-2 Div. SPED Coord.	F	12-1-2014			/
Agustina Albiso	Div. Office	Div. Planning Officer-2	F	12-1-2014		/	
Lovella Perales	Div. Office	Div. Accountant (OIC)	F	12-1-2014			/

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REPUBLIKA NG FILIPINAS  
 REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
 DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
 REGION VII, CENTRAL VISAYAS  
 Sudlon, Lahug, Cebu City



November 2, 2014

**REGIONAL MEMORANDUM**

No. **729** s. 2014

**ORIENTATION CUM TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

To: Schools Division Superintendents  
 Officers-in-Charge, Office of the Schools Division Superintendents

1. Attached is the *Unnumbered DepED Memorandum dated November 10, 2014 signed by USEC Rizalino D. Rivera* with the same title above, requesting attendance of the concerned participants to the **Orientation Cum Training on Program Management Information System (PMIS) on December 1 - 3, 2014 at the DepED-Ecotech Center, Lahug, Cebu City.**

2. The Division Planning Officers are requested to forward immediately the Work and Financial Plan (WFP) Template to the School Heads in your Divisions who are implementing the Special Curricular Programs. The WFP Template was emailed to the Division Planning Officers on Monday, November 24, 2014. The downloaded WFP template should be used in preparing the WFP.


3. For emphasis and guidance, the schedule and list of SDSs/ Division Program Coordinators, School Heads of the implementing schools, and other participants who are required to attend in the Orientation cum Training are indicated in the attachment of this Memorandum. It is requested that the list of names of the participants shall be submitted to the PPRD-DepED Regional Office VII, for consolidation and submission to DepED Central Office, on or before November 26, 2014 using the form below:

Name of Participants	Region/ Division	Designation	Gender	Date of Arrival	Date of Departure	Please put a check as appropriate	
						Attended a PMIS Orientation	No PMIS Orientation

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),  
 Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"EFA 2015: Kawapalan ng Lahat, Pananagutan ng Lahat"*

4. The important instruction on what to bring, what to do, and what are expected from the participants are indicated in the attached *Unnumbered DepED Memorandum dated November 10, 2014 signed by USEC Rizalino D. Rivera.*
5. The travelling expenses, per diem, and other expenses incurred by the Division participants shall be charged against Division/School/Local Funds and for the Regional participants, it shall be charged against Regional Funds subject to the usual accounting and auditing rules and regulations. Expenses for board and lodging of all participants shall be charged to PMIS Fund of the Central Office.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
CARMELITA T. DULANGON  
Director III  
Officer-in-Charge

CTD/MCG  
PPRD

**LIST OF PARTICIPANTS TO THE ORIENTATION CUM TRAINING ON PMIS**

<b>Day</b>	<b>Expected Participants</b>	<b>No. of Participants</b>	<b>Names of Participants</b>
1	Regional ICT Coordinators	2	
	Regional Planning Officer	1	
	Regional Finance Officer	1	
	Division Planning Officers	19	
	Division Accountants	19	
	<b>TOTAL</b>	<b>42</b>	
2	Regional Director	1	
	RO-Chiefs (CLMD, ESSD, QAD, FTAD	4	
	SDSs/Division Program Coordinators and School Heads:		
	Tanjay City (SSES, SPED)	5	
	Tanjay South CS		
	Tanjay City SPED Center		
	Dumaguete City (RSHS, SPED)	5	
	RTPM-Dumaguete Sci. HS		
	City West ES SPED Center		
	Naga City (STE, SPED)	6	
	Naga NHS		
	Uling NHS		
	Naga SPED Center		
	Bogo City (STE, SPA)	5	
	Jovencio N. Masong NHS		
	City of Bogo Science and Arts Academy		
	Carcar City (STE, SPED)	6	
	Ocana NHS		
	Carcar City CS SPED		
	Gelacio C. Babao, Sr. MNHS		
	Guihulngan City (STE, SPED)	6	
	Guihulngan NHS		
	Guihulngan South CS SPED Center		
	Jose B. Cardenas MHS		
	Toledo City (SPED)	4	
	South City CS SPED Center		
	Siquijor (SPED)	3	
San Juan CS SPED Center			
Talisay City (SPED)	4		
Tabunok CS SPED Center			
Talisay City SPED Center			
Tagbilaran City (SPED)	5		
Tagbilaran City CS SPED Center			
Dr. Cecilio Putong NHS			
Tagbilaran HS for the Hearing Impaired			

Bais City (SPED)	3
Bais City Pilot School SPED Center	
Bayawan City (SPED)	3
Bayawan City East CS SPED Center	
Danao City (SPED)	3
Danao City CS SPED Center	
Lapu-Lapu City (SPED)	4
Lapu-Lapu CS SPED Center	
Sta. Rosa NHS	
<b>TOTAL</b>	<b>67</b>
<b>SDS/Division Program Coordinators of:</b>	
<b>Cebu (SSES, STE, SPED)</b>	<b>19</b>
Minganilla II Central ES	
Badian NHS	
Buanoy NHS	
San Remegio NHS	
Consolacion CS SPED	
Lipata CS SPED Center	
San Francisco CS SPED	
San Fernando CS SPED	
Bantayan I CS SPED	
Barili I CS SPED Center	
Pinamungahan CS SPED	
Carmen NHS	
Lamac NHS	
Lipata NHS	
Sibonga NHS	
<b>Bohol (SSES, SPS, SPED)</b>	<b>12</b>
Ubay Central School	
Tubigon West Central HS	
Loon Central School SPED	
Jagna CS SPED Center	
Talibon CS SPED Center	
Camambugan NHS	
Pandanon HS	
Zosimo A. Gulle MNHS	
<b>Negros Oriental (SPED)</b>	<b>15</b>
Mabinay I CS SPED Center	
Siaton CS SPED Center	
Carlaon City SPED Center	
Sta. Catalina North CS SPED Center	
Vallehermoso CS SPED Center	
Tayasan CS SPED Center	
Manjuyod CS SPED Center	
Sibulan CS SPED Center	

Maglinao NHS  
Negros Oriental NHS

**Cebu City Natl Sci. HS**  
Abellana NHS  
Don Sergio Osmeña MHS  
First HS for Hearing Impaired  
Pasil NHS  
Talamban NHS  
Zapatera NHS  
Mandaue City (SSES, STE, SPED)  
Mandaue City Central Sch.  
Mandaue City Comp. HS  
Mandaue City CS SPED  
Mandaue SPED Center HS

8

TOTAL

64

Maglinao NHS	
Negros Oriental NHS	
Pariabonan HS	
Sibulan NHS	
Sta. Catalina NHS	
Cebu City (STE, SPED)	10
Cebu City Nat'l Sci. HS	
Abellana NHS	
Don Sergio Osmena MHS	
First HS for Hearing Impaired	
Pasil NHS	
Talamban NHS	
Zapatera NHS	
Mandaue City (SSES, STE, SPED)	8
Mandaue City Central Sch.	
Mandaue City Comp. HS	
Mandaue City CS SPED	
Mandaue SPED Center HS	
<b>TOTAL</b>	<b>64</b>






Republic of the Philippines  
**Department of Education**

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**MEMORANDUM**

**TO :** ARMM REGIONAL SECRETARY  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

**FROM :**   
RIZALINO D. RIVERA  
Undersecretary for Regional Operations

**SUBJECT :** Orientation cum Training on Program Management  
Information System (PMIS)

**DATE :** 10 November 2014

In pursuit of improving internal efficiency particularly in managing, monitoring, and reporting of different programs, activities, and projects (PAPs), the DepEd Central Office through the Office of Planning Service (OPS), developed the Program Management Information System (PMIS). The PMIS, which is designed to improve the progress monitoring system of the Department, will provide quality, relevant, and timely data and information on the implementation of various PAPs at all levels that can be used for operational planning, program review, impact evaluation, and policy decisions. Moreover, it will enable relevant offices to do periodic tracking of physical and financial performance of PAPs.

Last 23-27 June 2014, an orientation was conducted nationwide for selected officials from the Region and Division Offices on program/projects initially covered by PMIS<sup>1</sup> with focus on functionalities of the system.

To ensure efficient and effective implementation of the system at the region, division and school levels, a more in-depth orientation cum training on PMIS will be conducted using a more comprehensive approach that will highlight not only on navigating the system functionalities but also on building the capacity of regions and divisions in reviewing, evaluating, and approving the submitted work and financial plan (WFPs) of recipient schools. Moreover, it will also enable participants to apply the knowledge gained through the official encoding and reporting of accomplishments in the system. **Attachment 1** shows the indicative schedule of the Orientation cum Training by region excluding travel time.

The expected participants to this activity together with their corresponding roles & functions and expected outputs are indicated in the summary table:

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<sup>1</sup> *Subsidy to Schools with Special Programs, DepEd Computerization Program, and new classroom constructions funded by BEFF and PAGCOR*

PARTICULARS	DAY 1	DAY 2
<b>Objective</b>	To orient and train Division Planning Officers and Accountants on the functionalities of the PMIS	1. To orient and train school recipients on the functionalities of PMIS; and, 2. Enable participants to apply knowledge gained through the official encoding and reporting of accomplishments in the system
<b>Expected Participants and their Specific Roles &amp; Functions</b>	<ol style="list-style-type: none"> <li>1. <b>Regional Finance Officer</b> – Record actual transaction of the release of Sub-Allotment Release Order (SARO) in the system</li> <li>2. <b>Division Planning Officers</b> – Participants</li> <li>3. <b>Division Accountants</b> – a) Participants; and, b) Confirm receipt of SARO in the system</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Regional Director</b> – Provide clear instructions/directions on the program and system implementation within the region</li> <li>2. <b>Schools Division Superintendents (SDSs)/ Division Program Coordinators</b> – a) Review and confirm revised WFPs prepared by the School Heads; and, b) Verify physical and financial accomplishments of recipient schools in the system</li> <li>3. <b>School Heads (SHs)</b> – a) Prepare revised WFPs approved by DO; and, b) Encode Accomplishment Reports as of 3rd Quarter to the system</li> </ol>
<b>Expected Outputs</b>	<ol style="list-style-type: none"> <li>1. Oriented and trained Division Planning Officers and Accountants on the functionalities of the system</li> <li>2. Regional Finance Officers recorded release of Sub-ARO in the system</li> <li>3. Division Accountants confirmed receipt of Sub-ARO in the system</li> </ol>	<ol style="list-style-type: none"> <li>1. Oriented and trained school heads on the functionalities of PMIS</li> <li>2. Progress reports of programs/projects implementation</li> <li>3. Approved Revised WFPs/Catch-up Plan</li> </ol>

Furthermore, Regional Planning Officers are expected to assist the PMIS Core Team of the Central Office in the conduct of the orientation with the SDSs/Division Program Coordinators and SHs while Regional ICT Coordinators are requested to provide assistance in matters related to connectivity (i.e., setting Wi-Fi connections, trouble shoot technical problems, among others) during the activity.

**1. Prior to the scheduled activity:**

- a. Regional Planning Officers are requested to thoroughly coordinate with the PMIS Core Team of the Central Office for the smooth conduct of the activity particularly for clear directions and context-based program flow. The indicative program of activities is shown in Attachment 2.
- b. The division is requested to: 1) Review the WFPs submitted to PPD-OPS. Based on general observation, most of the submitted WFPs do not comply with the required content and prescribed format. Please note that

only the WFP template generated from the PMIS should be used in preparing the WFP; and, 2) Gather the Revised WFPs/Catch-up Plans approved by the Division Office of the identified school recipients of PMIS-identified programs/projects for the remaining quarter.

**2. During the activity:**

a. Regional Planning Officers and Regional ICT Coordinators are requested to be present in the whole duration of the orientation (Days 1 and 2). Regional Finance Officers and Division Planning Officers and Accountants are expected to be at the training venue on Day 1 only, while the Regional Director, SDSs/Division Program Coordinators and SHs are expected to attend in Day 2.

b. The participants shall bring the following:

i. Laptop (Wi-Fi ready), extension cord, and dangle pocket WI-FI (if available) for internet connectivity; and,

ii. Documents/Materials

RESPONSIBLE PERSONNEL	REQUESTED DATA/DOCUMENTS
Regional Finance Officers	1. Records of the Sub-Allotment Release Orders (SAROs) for Special Programs (i.e., Regional Science High School, Special Science Elem. Schools, Special Education Program, Science, Tech. and Engineering, and Special Program for the Arts/Special Program for the Sports) released to recipient implementing units
Division Planning Officers	1. Soft copy of 2014 Approved WFPs/Catch-up Plan of recipient schools for Special Programs (i.e., Regional Science High School, Special Science Elem. Schools, Special Education Program, Science, Tech. and Engineering, and Special Program for the Arts/Special Program for the Sports) using the Excel-based template; and, 2. Hard copy of the 2014 Approved WFPs/Catch-up Plans of recipient schools duly signed by the SDS.
Division Accountants	1. Copy of SAROs for Special Programs (i.e. Regional Science High School, Special Science Elem. Schools, Special Education Program, Science, Tech. and Engineering, and Special Program for the Arts/Special Program for the Sports) released by the central/region's Finance Officers 2. Liquidation reports of school recipients relative to their approved WFPs/revised WFPs (if any)
SDS/Division Program Coordinators	1. Hard copy of 2014 Revised WFPs/Catch-up Plan of their respective recipient schools using the Excel-based template.

<b>School Heads</b>	<ol style="list-style-type: none"> <li>1. Accomplishment Reports as of 3rd Quarter;</li> <li>2. Liquidation reports as basis of financial accomplishments; and,</li> <li>3. Revised WFPs/Catch Up Plans</li> </ol>
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- c. Register on or before 8:30AM at the workshop venue on Day 1;
- d. Accommodation starts at 2:00 PM on Day 0 and first meal will be dinner of the same day. Last meal for Day 2 is until lunch only;
- e. Expenses for the board and lodging of all participants and other incidental expenses relative to the conduct of the orientation shall be charged to PMIS Fund of the Central Office and shall be downloaded to your respective regions. **Any amount in excess of the downloaded funds shall be charged to local funds.**
- f. Travelling expenses of all participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations;

For confirmation of participants, the Regional Planning Officers are requested to consolidate the list of participants using the form below and submit to Ms. Perseveranda Gonzales of Planning and Programming Division-Office of Planning Service (PPD-OPS) at email address: [perseveranda.gonzales@deped.gov.ph](mailto:perseveranda.gonzales@deped.gov.ph) or at telefax no. (02) 638-8634 on or before the scheduled date of activity.

Name of Participants	Region/ Division	Designation	Gender	Date of Arrival	Date of Departure	Please put a check as appropriate	
						Attended a PMIS Orientation	No PMIS Orientation

For a more context-based PMIS orientation, the Regional Offices may customize the program activities design and coordinate with PPD-OPS c/o Mr. Charlie Tayas or Ms. Ruby Ann Manalo at telephone. no (02) 633-7216 or telefax no. (02) 638-8634.

For your information and strict compliance.

**Indicative Matrix of the Schedule and Venue of the Orientation  
cum Training Workshop of PMIS**

<b>Region</b>	<b>Schedule</b>	<b>Venue</b>
Caraga	Nov. 13-14	Butuan
V	Nov. 24-25	Region V
VII	Dec. 1-3	Region VII
XI	Nov. 24-25	Region XI
VI	Nov. 26-28	Region VI
X	Dec. 1-2	Region X
IX	Dec. 4-5	Region IX
VIII	Dec. 1-2	Region VIII
XII	Dec. 4-5	Region XII
ARMM		
I	Dec. 8-10	Region I
CAR	Dec. 11-12	Baguio City
II	Dec. 8-9	Region II
III	Dec. 10-12	Pampanga
IV-A	Dec. 15-18	W/ in RO 4A
IV-B	Dec. 15	W/in MM
NCR	Dec. 16-19	W/in MM

**Orientation cum Workshop on  
Program Management Information System (PMIS)**

**DAY 1**

<b>Participants</b>	<ol style="list-style-type: none"> <li>1. Regional Finance Officer</li> <li>2. Division Planning Officers</li> <li>3. Division Accountants</li> </ol>
<b>Orientation Objective</b>	To orient and train the Region and Division Planning Officers, Finance Officers, and Accountant on the functionalities of the PMIS
<b>Expected Outputs</b>	<ol style="list-style-type: none"> <li>1. Oriented and trained Division Planning Officers and Accountant on the functionalities of the system</li> <li>2. Regional Finance Officers recorded release of Sub-ARO in the system</li> <li>3. Division Accountants confirmed receipt of Sub-ARO in the system</li> </ol>

**Indicative Program of Activities**

TIME	ACTIVITY
8:00 – 8:30	▪ Registration of Participants
8:30 – 9:00	▪ Opening Program (Prayer, National Anthem)
<b>Session 1: Introduction – Concepts and Principles of M&amp;E and Roles &amp; Functions of Personnel</b>	
9:00 – 10:15	<ul style="list-style-type: none"> <li>▪ Overview: Context and Rationale – (<i>by the Region</i>)</li> <li>▪ Concepts and Principles of M&amp;E</li> <li>▪ Roles and Functions of Offices/Personnel in Progress Monitoring</li> </ul>
<b>Session 2: PMIS as a Tool for Progress Monitoring and Reporting</b>	
10:15 – 11:00	<ul style="list-style-type: none"> <li>▪ Getting Started in PMIS</li> <li>▪ Scope for 2014</li> <li>▪ Objectives and Benefits</li> <li>▪ Major Processes</li> <li>▪ Users and Types of Roles</li> <li>▪ Timelines for Accomplishment Reporting</li> <li>▪ Major Features of PMIS</li> </ul>
<b>Session 3: PMIS Demonstration by Segment – Special Curricular Programs</b>	
11:00 – 12:00	<ul style="list-style-type: none"> <li>▪ Discussion of online and offline encoding of WFP</li> <li>▪ Review and Confirmation of WFP Practice Set</li> </ul>
Lunch	
<b>Cont. of Session 3: PMIS Demonstration by Segment - Special Curricular Programs</b>	
1:00 – 2:00	<ul style="list-style-type: none"> <li>▪ Sub-Allotment of Budget</li> <li>▪ Confirmation of Sub-Allotment Receipt</li> </ul> <p><i>Output:</i></p> <ol style="list-style-type: none"> <li>a. Recorded Sub-ARO Release</li> <li>b. Confirmed receipt of Sub-ARO</li> </ol>
2:00 – 4:00	<ul style="list-style-type: none"> <li>▪ Online and Offline Reporting of Accomplishments</li> <li>▪ Report Generation</li> </ul> <p style="text-align: center;"><b>Practice Set</b></p>
<b>Session 4: PMIS Demonstration by Segment – Capital Outlay Programs</b>	
4:00 – 5:00	<ul style="list-style-type: none"> <li>▪ Updating Status and Milestones of Procurement</li> <li>▪ Implementation Stages for Capital Outlay Programs</li> <li>▪ Report Generation</li> </ul>

**DAY 2**

<b>Participants</b>	<ol style="list-style-type: none"> <li>1. Regional Director</li> <li>2. SDS/Division Program Coordinators</li> <li>3. School Heads</li> </ol>
<b>Orientation Objective</b>	To orient and train school recipients on the functionalities of PMIS and enable participants to apply knowledge gained through the official encoding and reporting of accomplishments in the system
<b>Expected Outputs</b>	<ol style="list-style-type: none"> <li>1. Oriented and trained School Heads on the functionalities of PMIS</li> <li>2. Accomplishment Reports</li> <li>3. Revised WFPs approved by DO</li> </ol>

**Indicative Program of Activities**

TIME	ACTIVITY
8:00 – 8:30	▪ Registration of Participants
8:30 – 9:00	▪ Opening Program
<b>Session 1: Introduction to PMIS</b>	
9:00 – 9:45	<ul style="list-style-type: none"> <li>▪ Objectives and Benefits</li> <li>▪ Scope for 2014</li> <li>▪ Major Processes</li> <li>▪ Users and Types of Roles</li> <li>▪ Timelines for Accomplishment Reporting</li> <li>▪ Features</li> </ul>
<b>Session 2: Rationale and Objective</b>	
9:45 – 10:00	<ul style="list-style-type: none"> <li>▪ DepEd Order no. 15, s. 2014</li> <li>▪ Status of Work and Financial Plan Submissions</li> </ul>
<b>Session 3: PMIS Demonstration</b>	
10:00 – 12:00	<ul style="list-style-type: none"> <li>▪ Online and Offline Encoding of WFPs</li> <li>▪ Online Confirmation of WFPs</li> </ul> <p align="center"><b>Practice Set</b></p>
12:00 – 1:00	<p><i><b>Announcement: Non-submitted WFPs (in PMIS Excel format) shall be submitted to PPD-OPS</b></i></p> <p align="center"><b>Lunch</b></p>
1:00 – 1:30	<ul style="list-style-type: none"> <li>▪ Sub-ARO Release</li> <li>▪ Confirmation of Sub-ARO Receipt</li> </ul>
1:30 – 3:00	<ul style="list-style-type: none"> <li>▪ Online and Offline Reporting of Accomplishments</li> </ul> <p align="center"><b>Practice Set</b></p>
<b>Workshop Proper</b>	
3:00 – 3:15 3:15 – 4:30	<ul style="list-style-type: none"> <li>▪ <b>Workshop Mechanics</b> <ol style="list-style-type: none"> <li>1. Accomplishment Reporting (Online)               <ul style="list-style-type: none"> <li>- 1<sup>st</sup> to 3<sup>rd</sup> Quarter Reporting of Schools</li> <li>- DO to confirm accomplishment per quarter</li> </ul> </li> <li>2. Uploading of Revised WFP Approved by DO</li> </ol> </li> </ul>
4:30 – 5:00	▪ <b>Next Steps/Agreements</b>