



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



April 6, 2026

DIVISION MEMORANDUM

No. IS³, s. 2026

**CAPACITY BUILDING ON THE UTILIZATION
OF PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Education Program Specialists
Division Section Heads
Division Program Owners
All Others Concerned

1. In line with the Department of Education's continuing efforts to strengthen results-based planning, monitoring, and reporting of programs and projects across governance levels, the Schools Division Office of Escalante City shall conduct a **Capacity Building on the Utilization of the Program Management Information System (PMIS)** on **April 13, 2026, at Gabriela Hall, Old SDO, Escalante City.**
2. The conduct of this activity is anchored on DepEd Order No. 11, s. 2021, otherwise known as the Guidelines on the Operationalization of the Program Management Information System (PMIS), which institutionalizes the use of PMIS as the official system for planning, programming, monitoring, and reporting of programs, projects, and activities in the Department of Education. The Order emphasizes the importance of utilizing the system to support effective program management, transparency, and evidence-based decision-making within the Department.
3. In support of these directives, the Schools Division Office recognizes the need to further enhance the technical capability of division officials and program owners in navigating and maximizing the PMIS platform to ensure accuracy, efficiency, and accountability in the management of division programs and projects.
4. This orientation-workshop aims to:
 - a. enhance the participants' understanding of the policies, guidelines, and processes governing the utilization of the Program Management Information System (PMIS) in the Department of Education;
 - b. develop the technical capability of program owners in navigating the PMIS platform and exploring its elements related to planning, budgeting, and monitoring of programs and projects; and
 - c. strengthen the effective use of PMIS as a tool for evidence-based planning, monitoring, and reporting of school and division programs, projects, and activities.



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5. Expenses relative to the conduct of this activity shall be charged against HRD-OPDNTF (RO-6-25-02701) Fund subject to existing accounting and auditing rules and regulations.
6. It is understood that in the conduct of the activity, there shall be no discrimination in the provision of Learning and Development interventions on account of age, gender, civil status, disability, religion, school of origin, or other similar personal circumstances, in keeping with the principles of equal opportunity.
7. Immediate dissemination of and compliance with this Memorandum are desired.

PETER GALIMBA

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Reference: *As stated*

Enclosure: *List of Participants*

Allotment: *Division Order No. 1, s. 2019*

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

PMIS CAPACITY BUILDING PROGRAM MANAGEMENT DIVISION TRAINING

April 6, 2026 | Rebutada



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ANNEX A to Division Memorandum No. 153, s. 2026

**LIST OF PARTICIPANTS TO THE CAPACITY BUILDING ON THE UTILIZATION
 OF PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
1	PETER J. GALIMBA	OIC - SDS
2	MARITES C. CAPILITAN PhD	OIC - ASDS
3	BREN B. DOLAR	Admin. Officer V
4	PETER JULIUS B. PELLOTAS	Admin. Officer IV - HRMO
5	KATHY S. CINCO	Admin. Officer V - Budget
6	LEIZZAMAR V. BAYADOG	Accountant III
7	HARRY JOHN C. JARINA	Admin. Officer IV - Cash
8	CLINT S. CINCO	Division ITO
9	DESIREE L. MIANO	Admin. Officer IV - Supply
10	NERIELAINE FAY P. LOPEZ	Admin. Officer IV - Records
11	ATTY. FINSERGLEN CHOCLIT P. LOPEZ	Division Attorney III
12	NITZTHER L. TABOTABO	Admin. Officer IV - Procurement

CURRICULUM IMPLEMENTATION DIVISION		
1	IVY JOY A. TORRES PhD	CID CHIEF
2	MA. THERESA L. TABOTABO PhD	EPS - ENGLISH
3	CHONA M. PRIETOS PhD	EPS - KINDER
4	RODLY P. LIM	DIVISION COOR - MAPEH
5	MARIVIC S. PORTUNES	EPS - EPP/TLE
6	ALMA C. SININING	EPS - GMRC/VALUES
7	MAE JOY M. TAN PhD, RGC	EPS - ARAL. PAN.
8	PERLY M. MAPA	EPS - FILIPINO
9	PRILYN S. ALBARICO EdD	EPS - MATH
10	JASON R. ALPAY	EPS - LRMS
11	IBN DUMDUM	EPS II - ALS

SCHOOL GOVERNANCE AND OPERATIONS DIVISION		
1	ALICIA A. OLID PhD	EPS /OIC SGOD Chief
2	CYRUS YONEL D. LAO	Planning Officer III
3	ALNE MELINDA S. CAUSAPIN	SEPS - SMN
4	EDERICK C. MIANO	SEPS - HRDS
5	ANTONIO O. REBUTADA	EPS II - HRDS
6	GIL C. CASTRO	PDO II - DRRM
7	JAY MIKO B. LESONDRA	Research & Innovocation Coor.
8	ENGR. ANALIE MAHILUM	Division Engineer
9	JESAH JAY B. CATANGLAN	EPS II - SMME
10	JAD V. RICAFORT	PDO I - YFD
11	DR. MISHAEL KATE B. ABELLA	Division Medical Officer III
12	DR. CHARLOTTE B. MACASLING	Division Dentist
13	LOREEN LOU S. ALCANSADO	Division Nurse II
14	NORIELAINE FAITH Z. PABUAYA	Division Nurse II
15	NOIMAE V. MONREAL	COS/SBFP



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**CAPACITY BUILDING ON THE UTILIZATION
OF PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)
ACTIVITY MATRIX**

TIME	Session Title	Resource Person
07:30 – 08:00	Registration	HRDS
08:00 – 09:00	Preliminaries - National Anthem - Prayer - NIR Hymn - City Hymn - DepEd QPS Acknowledgement of Participants Welcome Message Message Statement of Purpose	ANTONIO O. REBUTADA EPS II - HRDS MARITES C. CAPILITAN PhD OIC ASDS PETER J. GALIMBA OIC SDS EDERICK C. MIANO SEPS - HRDS
09:00 – 10:00	PMIS Overview	CYRUS YONEL D. LAO Planning Officer III
10:00 – 12:00	Workshop I	CYRUS YONEL D. LAO Planning Officer III
12:00 - 01:00	LUNCH BREAK	
01:00 – 03:00	Workshop II	CYRUS YONEL D. LAO Planning Officer III
04:00 – 05:00	Closing Program	HRDS