



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

May 7, 2021

OFFICE MEMORANDUM

No. 154, s. 2021

WORKSHOP ON THE PREPARATION OF THE ACTIVITY REQUEST (AR)/AUTHORITY TO CONDUCT (ATC) USING THE PROGRAM MANAGEMENT SYSTEM (PMIS)

To: CID and SGOD Chiefs
Unit/Section Heads
All Others Concerned

1. This Office, through the Schools Governance and Operations Division (SGOD), shall conduct a Workshop on the Preparation of the Activity Request (AR)/Authority to Conduct (ATC) Using the Program Management Information System (PMIS) on May 10, 2021, 9AM, at the Division Office's Library Hub.
2. The objectives of the activity are as follows:
 - a. Present the Specific Roles and Functions of concerned individuals/office to ensure efficient and effective utilization of the PMIS based on DepEd Order No. 11, s. 2021 and Regional Memorandum No. 91, s. 2021;
 - b. Discuss salient points of AR/ATC Policy based on DepEd Order No. 16, s. 2018;
 - c. Show the process on preparing and reviewing the AR/ATC using the PMIS; and
 - d. Prepare AR/ATC documents using the PMIS.
3. The participants to this activity are the following:

Office of the Schools Division Superintendent (OSDS)		
OSDS Proper	SDS	1
	ASDS	1
	ITO I (AIP Focal Person)	1
	Eunice V. Taringting (Overall AIP/WFP Focal Person)	1
Administrative Services	Administrative Officer V (AIP/WFP Focal Person)	1

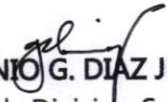


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Finance Services	Accountant III (Accounting)	1
	ADMINISTRATIVE (Budget) (AIP/WFP Focal Person)	1
Curriculum Implementation Division (CID)		
Office of the CID	Chief ES	1
	EPS (Instructional Management Supervision)	1
	EPS (AIP/WFP Focal)	1
School Governance and Operations Division (SGOD)		
Office of the SGOD	Chief ES	1
	EPS	1
	SEPS for PR (AIP/WFP Focal)	1
	Planning Officer III	1
	SEPS for SMM&E	1
Bids and Awards Committee (BAC)	Secretariat	1
Resource Person/TA Provider	John Delorino	1
Total		17

4. All participants are required to bring laptops and printers for the reproduction of AR/ATC documents and are reminded to strictly observe social distancing and to wear face masks at all times.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


GORGONIO G. DIAZ JR., PhD, CESO V
 Schools Division Superintendent



**WORKSHOP ON THE PREPARATION OF THE ACTIVITY REQUEST (AR)/AUTHORITY TO CONDUCT (ATC)
USING THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

May 10, 2021 / Division Office's Library Hub

Schedule of Activities

Time/Day	Day 1
09:00 – 09:30 AM	Opening Preliminaries
09:00 – 10:00 AM	<ul style="list-style-type: none">• Specific Roles and Functions of PMIS Champions (DepEd Order No. 11, s. 2021 and Regional Memorandum No. 91, s. 2021)• AR/ATC Policy (DepEd Order No. 16, s. 2018)• The How's of Preparing and Reviewing of AR/ATC using the PMIS
10:00 – 11:00 AM	<i>Workshop</i>
11:00 – 12:00 AM	Preparation of the AR/ATC using the PMIS
12:00 – 01:00 PM	L U N C H B R E A K
01:00 – 04:00 PM	<i>Continuation of the Workshop</i>
04:00 – 05:00 PM	Closing

Prepared by


JOHN L. DELORINO

School Head, Polangi National High School
Resource Person/Technical Assistance Provider

Noted

NOE M. HERMOSILLA
Chief, SGOD

