



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



18 September 2023

DIVISION MEMORANDUM

No. 306 s. 2023

**CONSULTATIVE MEETING ON THE PREPARATION OF PROCESS FLOW FOR
THE IMPLEMENTATION OF PROGRAM MANAGEMENT INFORMATION SYSTEM
(PMIS)**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Budget Officer
Planning Officer
SEPS in M&E
BAC Secretariat
Supply Officer
Accountant
PMIS In-Charge Per Office

1. To provide for contextualized guidelines on the processes, timelines, and accountability on the use of the PMIS in the Department, the Planning Section on the School Governance and Operations Division will conduct a **Consultative Meeting on the Preparation of Process Flow for the Implementation of the system on September 19, 2023, 1:30-4:30 PM at the Division Office Conference Hall.**
2. The participants of this meeting are Assistant Schools Division Superintendent, CID Chief, SGOD Chief, Budget Officer, Planning Officer, SEPS in M&E, BAC Secretariat, Supply Officer, Accountant, and the PMIS In-charge per office.
3. The purpose of this consultation is to develop a process flow that will guide program holders in the management of the PMIS.
4. This Office directs the immediate dissemination and compliance of this Memorandum.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent