



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM

SGOD-2025-182

23 OCT 2025

To: **All Section/Unit Heads**

**REITERATION ON THE SUBMISSION OF SCANNED APPROVED WFP
AND PPMP AND REPORTING OF ACCOMPLISHMENTS IN THE PMIS**

1. Pursuant to DepEd Order No. 011, s. 2021 (Guidelines on the Operationalization of the Program Management Information System), which institutionalizes the PMIS as DepEd's official platform for monitoring programs, projects, and activities and sets the roles, processes, and reporting requirements; and DepEd Memorandum No. 088, s. 2022, which reiterates strict compliance with DO 011, s. 2021 and directs its enforcement across governance levels, this Office reiterates the submission and reporting requirements through the PMIS.
2. All Section/Unit Heads are hereby advised to ensure that their unit's Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP) are duly approved by the proper authority and that **scanned, legible PDF copies bearing complete signatures and dates are transmitted to the SDO Planning Office within five (5) working days** from approval for consolidation and for endorsement to the Regional Planning Office for verification.
3. Likewise, Section/Unit Heads shall ensure the encoding, review, and submission of their unit's **quarterly accomplishments in the Planning and Management Information System (PMIS)** within **ten (10) working days** after the end of each quarter (Q1-Q4).
4. For information, guidance and strict compliance.

ANSELMO R. ALUDINO

Schools Division Superintendent

SGOD/dro/OM-2025 PMIS Updating
_____/ October 16, 2025

By the Authority of the SDS:

ARNEL S. BADIOLA

Assistant Schools Division Superintendent



SDCB RECORDS UNIT

2516748



DepEd Batac City



batac.city@deped.gov.ph



www.csdбатаc.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993