DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

November 3, 2026

DIVISION MEMORANDUM
No. 561 , s. 2026

DISSEMINATION OF ADVISORY ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) MAINTENANCE

To : Assistant Schools Division Superintendent
Chiefs, SGOD & CID
Heads of Sections/Units
All Program Owners
All Others Concerned

1. For the information and guidance of all concerned, attached is a copy of the emailed communication regarding the Advisory on Program Management Information System (PMIS) Maintenance.

2. Soft copies of the prescribed offline templates for Activity Requests (ARs) and Authorities to Conduct (ATCs) may be accessed through this link:

https://bit.ly/OfflineTemplates

3. For information, guidance, and strict compliance.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC - Schools Division Superintendent

Encl. As stated.

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

DIRECTIONS **PLANNING** **STRATEGIC**

PRS/lcf
11/03/2026

PPRD RECEIVED OCT 29 2026 SIGNATURE: @1:58PM

DEPARTMENT OF EDUCATION RECEIVED RECORDS SECTION REGIONAL OFFICE OCT 29 2026 By: Time: 10:36 am.

DEPED V BICOL REGION

From: PS Planning Programming Division
Sent: Thursday, 29 October 2026 10:32 am
To: DEPED I ILOCOS REGION; PPRD REGION1; DEPED II CAGAYAN VALLEY; POLICY PLANNING AND RESEARCH DIVISION; DEPED CORDILLERA ADMINISTRATIVE REGION; CAR PPRD; DEPED III CENTRAL LUZON; PPRD RO III; DEPED REGION IV-A CALABARZON; PPRD CALABARZON; DEPED NATIONAL CAPITAL REGION; PPRD NCR; DEPED IV-B MIMAROPA; PPRD MIMAROPA; DEPED V BICOL REGION; DepEd VI Western Visayas; PPRD REGION VI; REGION VIII EASTERN VISAYAS; PPRD REGION8; DepEd Region VII Central Visayas; PPRD RO7; DEPED IX ZAMBOANGA PENINSULA; PPRD DEPED REGIONAL OFFICE IX; DEPED X NORTHERN MINDANAO; PPRD ROXI; POLICY PLANNING AND RESEARCH DIVISION; PPRD ROV; PPRD ROXI; PPRD REGION12; PPRD CARAGA; Negros Island Region (NIR); Tolentino Aquino; Benjamin Paragas; Estela Carino; Ronnie Mallari; Alberto Escobarte; Nicolas Capulong; Gilbert Sadsad; Cristito Eco; Salustiano Jimenez; Ruth Fuentes; Arturo Bayocot; Allan Farnazo; Roy Banas; Carlito Rocafort; MARIA INES ASUNCION; Evelyn Fetalvero; Ramir Uytico
Cc: Mary Jane Feliciano; Maria Katrina Gregorio; Piolo Martin Moreno; Joebelle Aduyogan; Sharah Michelle Tuando; Elmer Baruno; Carmela Zulueta; Joanah Jhoy Medrana; John Paul Castillote; Kim Zeus Misolas; Jose Valerio Velasquez; Erica Mae Valencia; Charisse Guillan Baga; Deryll Santos; Flores Jubina; Catherine Salcedo
Subject: [Advisory] PMIS System Maintenance

Dear Ma'am/Sir:

Good day.

Please be informed that the **Program Management Information System (PMIS)** will undergo system maintenance starting at **12:00 noon today, 29 October 2026 (Thursday)**. Accordingly, all activities and operations involving the use of the system will be temporarily suspended until further notice.

In the meantime, all offices are advised to shift to the manual preparation of **Activity Requests (ARs), Authorities to Conduct (ATCs), and accomplishment reports** using the prescribed offline templates. For AR/ATC, offices are advised to coordinate closely with their respective Budget Officers to ensure that the proposed budget estimates do not exceed the available budget allocation.

All offices are requested to **complete pending ARs and ATCs before 12:00 NN today** and **download the FY 2027 Expenditure Matrix templates** to facilitate the preparation and finalization of their respective Work and Financial Plans (WFPs) for FY 2027.

Kindly disseminate this advisory to all operating units within your respective jurisdictions.

For clarifications and other concerns regarding this advisory, kindly communicate with this Office through ***ps.ppd@deped.gov.ph.***

Thank you for your cooperation.

Best regards,

Planning and Programming Division
Policy and Planning Service
Bonifacio Bldg. Annex, DepEd Complex, Meralco Ave., Pasig City

