



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

September 14, 2023

**DIVISION MEMORANDUM**

No. 399 s. 2023

**CONDUCT OF THIRD QUARTER PROGRAM IMPLEMENTATION REVIEW  
(PIR) / DIVISION MONITORING EVALUATION AND ASSESSMENT  
(DMEA) CY 2023 PRESENTATION**


To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads of the OSDS and SGOD  
All Others Concerned

1. Pursuant to Regional Memorandum No. 005, s.2022, on the schedule of the conduct of RMEA and DMEA, the Schools Division Office of Bulacan under the Schools Management Monitoring and Evaluation Unit shall conduct the third quarter report and presentation of the Program Implementation Report (PIR)/Division Monitoring, Evaluation, and Adjustment (DMEA). A mandate of assuring quality implementation and sustainability of the monitoring and evaluation for the effective and efficient delivery of the programs, projects, and activities.
2. The activity aims to:
  - a. Present the appropriate, relevant, and accurate information necessary for the adjustment of work plans and strategies;
  - b. Discuss the issues/concerns encountered for the quarter and actions taken;
  - c. State the factors that hindered or facilitated the attainment of the target;
  - d. Align the corresponding KRA/PPA's of the unit to SDO OPCRf; and
  - e. Set recommendations/agreements/actions to improve performance
3. Attached is Enclosure No. 1, List of Participants.



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4. All participants are required to stay at the venue during the duration of the undertaking.
5. In the essence of time and smooth flow of activities, All unit/section heads shall encode the reports/accomplishments with complete numerical data, findings interpretation, and analysis (qualitative and quantitative analysis of data) via Google Drive <https://tinyurl.com/PIR-CY-2023> on or before September 27, 2023.
6. Attached is Enclosure No. 2, Matrix of Activities as a reference and the schedule of specific units/sections on October 4, 5, & 6, 2023 for the presentation.
7. All participants are expected to observe minimum health protocols to continuously prevent the spread of COVID-19 viruses.
8. Immediate dissemination of and compliance with this Memorandum are earnestly desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

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City of Malolos, Bulacan  
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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2023

<b>NAME OF PARTICIPANT</b>	<b>POSITION</b>
Norma P. Esteban, EdD., CESO V	SDS
Cecilia E. Valderama, PhD	ASDS
Zurex T. Bacay, PhD	ASDS
Cecilia S. Custodio, PhD	Chief- SGOD
Gregorio C. Quinto, Jr., EdD	Chief- CID
Perlita G. Pagdanganan, PhD	DEPS-Kindergarten
Agnes R. Bernardo, PhD	DEPS - Inclusive Ed
Rainelda M. Blanco, PhD	DEPS - LRMDS
Eleseo E. Godoy, PhD	DEPS - ESP
Jay-Arr C. Tayao	DEPS - SGOD
Alexander I. Adonis, PhD	EDDIS I - Chairperson
Irene L. Elizalde, EdD	EDDIS II - Chairperson
Ma. Nina P. Avendano, PhD	EDDIS III - Chairperson
Maximo C. Herrera, EdD	EDDIS IV - Chairperson
Jonar C. David, EdD	EDDIS V - Chairperson
Priscila P. Iliscupidez, EdD	EDDIS VI - Chairperson
Ma. Lourdes J. Patag	SEPS - SMME
Marilen G. Ramos	SEPS - HRD
Bryan Amiel F. De Jesus	SEPS - SMN
Maribel S. Perez	SEPS - Research
Cecille E. Cruz	EPS II - SMME
Ma. Bella Fajardo	EPS II - HRD
Ma. Jesusa V. Pampilon, PhD	EPS II - SMN
Paulo Eduardo C. Cruz	Planning Officer
Engr. Carl Paulo A. Fernando	Div. Engineer
Peter G. Lacap	PDO II-DRRM
Inah Marifaye M. Blanco	PDO II - YF
Christian V. Dela Cruz	PDO II - YF
Engelbert S. Dela Cruz	PDO II - YF
Carlo Angelo P. Castillo, MD	Div. Medical Officer IV
Vilma O. Aguas	Head Dentist
Shirley P. Burgos, RN	Nurse
Josefina S. Pedroche	Administrative Officer V
Princess Elaine D. Reyes	Administrative Assistant VI
Victoria O. Madrigal	Personnel Officer
Loradel B. Pasco	Administrative Officer II
Lorena P. Bodoso	Record Officer II
Federico C. Sanvictores	Administrative Assistant III
Rona Jema R. Mercurio	Cashier II
Ivy Debhanny S. Cabanal	Administrative Aide VI
Raquel I. Climaco	Supply Officer II



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Shairo R. Centeno	Administrative Assistant II
Dolores P. Santos, CPA	OIC - Budget Officer
Maria Angela I. Dionisio	Administrative Assistant I
Aren A. Astoveza, CPA	OIC - Accounting Officer
Dan Harvey D. Castro	Administrative Assistant III
Richard C. Biglete	ICT Officer I
Tristan Russ E. Valderama	Administrative Aide VI
Atty. Elmer D. Lopez	Attorney III
Mark Joseph M. Roque	Legal Assistant I



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Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_, s. 2023

**MATRIX OF ACTIVITIES**

TIME	DAY 1 (October 4, 2023)
7:30 – 8:30 a.m.	Arrival/Registration/Breakfast
8:30 – 9:00 a.m.	<p>PRELIMINARY ACTIVITIES</p> <p>Nationalistic Song            Prayer            DepEd Bulacan March            Roll Call</p> <p>Welcome Remarks ----- <b>Cecilia E. Valderama, PhD</b>            Assistant Schools Division Superintendent</p> <p>Inspirational Message ----- <b>Norma P. Esteban, PhD</b>            Schools Division Superintendent</p>
9:00 – 12:00 noon	<p>OSDS</p> <ul style="list-style-type: none"> <li>• Administrative Office</li> <li>• Personnel Office</li> <li>• Records Office</li> <li>• Supply and Procurement Office</li> </ul>
12:00 – 1:00 p.m.	<b>LUNCH BREAK</b>
1:01 – 4:45 p.m.	<ul style="list-style-type: none"> <li>• Budget Office</li> <li>• Finance Office</li> <li>• Cash Office</li> <li>• Legal Office</li> <li>• ICT Office</li> </ul>
4:45 – 5:00 p.m.	Ways Forward



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TIME	DAY 2 (October 5, 2023)
7:30 – 8:30 a.m.	Breakfast
8:30 – 9:00 a.m.	Management of Learning  Nationalistic Song Prayer Roll Call  Recap
9:00 – 12:00 noon	SGOD <ul style="list-style-type: none"><li>• School Health Nutrition</li><li>• Youth Formation</li><li>• DRRM</li><li>• Education Facilities</li><li>• Private Schools</li></ul>
12:00 – 1:00 p.m.	<b>LUNCH BREAK</b>
1:01 – 4:45 p.m.	SGOD <ul style="list-style-type: none"><li>• Planning &amp; Research</li><li>• SMN</li><li>• HRD</li><li>• SMME</li></ul>
4:45 – 5:00 p.m.	Ways Forward



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TIME	DAY 3 (October 6, 2023)
7:30 – 8:30 a.m.	Breakfast
8:30 – 8:45 a.m.	Management of Learning  Nationalistic Song Prayer Roll Call  Recap
8:46 – 12:00 noon	CID – Instructional Management Section (DEPS)
12:00 – 1:00 p.m.	<b>LUNCH BREAK</b>
1:01 – 4:30 p.m.	District Instructional Supervision Section (PSDS)
4:01 – 4:30 p.m.	Takeaways/Ways Forward
4:31 – 5:00 p.m.	<b>CLOSING PROGRAM</b>  Nationalistic Song Prayer DepED Bulacan March  Closing Remarks ----- <b>Zurex T. Bacay, PhD</b> Assistant Schools Division Superintendent
<b>HOME SWEET HOME</b>	