



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

December 7, 2023

**DIVISION MEMORANDUM**

No. 510 s. 2023

**CONDUCT OF FOURTH 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 the 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 a quarterly 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. This will commence on December 13, 15, & 27, 2023 at 8:30 am – 5:00 pm, 3<sup>rd</sup> Floor Conference Hall of SDO Bulacan.
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. The participants in this activity are the Assistant Schools Division Superintendents, CID, and SGOD Chiefs, Unit Heads of OSDS and SGOD, Education Program Supervisors from the CID and SGOD, EDDIS Chairpersons from the PSDS group, EPS II-SMME, Project Development Officers and members of the working committee.



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4. Attached is Enclosure No. 1, List of Participants. This Memorandum shall serve as the Travel Authority of all participants.
5. All participants are required to stay at the venue during the duration of the undertaking.
6. 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 December 11, 2023.
7. Attached is Enclosure No. 2, Matrix of Activities as a reference and the schedule of specific unit/sections on December 13, 15, & 27, 2023 for the presentation.
8. It is expected that all participants shall observe minimum health protocols to continuously prevent the spread of COVID-19 viruses.
9. Immediate dissemination of and compliance with this Memorandum are earnestly desired.

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



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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              |
| Virgilio L. Laggui, PhD        | DEPS-ArPan              |
| Agnes R. Bernardo, PhD         | DEPS - Inclusive Ed     |
| Rainelda M. Blanco, PhD        | DEPS - LRMDs            |
| Ariston E. Manuel              | DEPS - MAPEH            |
| Marinella Pengson, PhD         | DEPS - SCIENCE          |
| Anastacia P. Victorino, PhD    | DEPS - FILIPINO         |
| Joel I. Vasallo, PhD           | DEPS - TLE/TVL          |
| Jhay Arr V. Sangoyo            | DEPS - ENGLISH          |
| Eleseo Godoy, PhD              | DEPS - ESP              |
| Francisco B. Macale            | DEPS - MATHEMATICS      |
| Jay-Arr C. Tayao               | DEPS - SGOD             |
| Anne P. Castillo, PhD          | EDDIS I - Chairperson   |
| Racquel D. Salazar             | EDDIS II - Chairperson  |
| Carlito G. Dela Cruz, EdD      | EDDIS III - Chairperson |
| Gilbert M. Agapito             | EDDIS IV - Chairperson  |
| Ma. Neriza F. Fanuncio, EdD    | EDDIS V - Chairperson   |
| Angelita C. Baltazar           | 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 Dela Cruz            | PDO II - YF             |
| Engelbert S. Dela Cruz         | PDO II - YF             |
| Carlo Angelo P. Castillo, MD   | Div. Medical Officer IV |
| Vilma O. Aguas. DND            | Head Dentist            |
| Shirley P. Burgos, RN          | Nurse                   |
| Josefina S. Pedroche           | Admin Officer V         |
| Victoria O. Madrigal           | Personnel Officer       |
| Lorena P. Bodoso               | Record Officer II       |
| Rona Jema R. Mercurio          | Cashier II              |
| Raquel I. Climaco              | Supply Officer II       |
| Dolores P. Santos, CPA         | Accounting Officer III  |
| Agnes M. Seifnezhad, CPA       | Accountant              |
| Aren A. Astoveza, CPA          | Budget Officer          |
| Richard Biglete                | IT Officer I            |
| Atty. Elmer D. Lopez           | Attorney III            |



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

**MATRIX OF ACTIVITIES**

| TIME              | DAY 1   |
|-------------------|---|
| 7:30 – 8:30 a.m.  | Arrival/Registration/Breakfast  |
| 8:30 – 9:00 a.m.  | PRELIMINARY ACTIVITIES<br><br>Lupang Hinirang<br>Prayer<br>DepEd Bulacan March<br>Roll Call<br><br>Welcome Remarks ----- <b>Cecilia E. Valderama, PhD</b><br>Assistant Schools Division Superintendent<br><br>Inspirational Message ----- <b>Norma P. Esteban, PhD</b><br>Schools Division Superintendent<br><br>Statement of Purpose<br>And Setting of Direction ---- <b>Cecilia S. Custodio, PhD</b><br>Chief, SGOD |
| 9:00 – 12:00 noon | OSDS – Budget, Finance, Cash, Legal, ICT  |
| 12:00 – 1:00 p.m. | <b>LUNCH BREAK</b>  |
| 1:01 – 4:00 p.m.  | OSDS – Administrative Office, Personnel, Records, Supply  |
| 4:01 – 4:30 p.m.  | OPEN FORUM  |
| 4:31 – 5:00 p.m.  | Ways Forward  |





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| TIME              | <b>DAY 2</b>  |
|-------------------|---|
| 7:30 – 8:30 a.m.  | Breakfast   |
| 8:30 – 9:00 a.m.  | Management of Learning<br><br>Nationalistic Song<br>Prayer<br>DepEd Bulacan March<br>Roll Call<br><br>Recap |
| 9:00 – 12:00 noon | CID – LRMS and ALS  |
| 12:00 – 1:00 p.m. | <b>LUNCH BREAK</b>  |
| 1:01 – 4:00 p.m.  | CID – PSDS  |
| 4:01 – 4:30 p.m.  | OPEN FORUM  |
| 4:31 – 5:00 p.m.  | Ways Forward  |

| TIME                   | <b>DAY 3.</b>   |
|------------------------|---|
| 7:30 – 8:30 a.m.       | Breakfast   |
| 8:30 – 9:00 a.m.       | Management of Learning<br><br>Nationalistic Song<br>Prayer<br>DepEd Bulacan March<br>Roll Call<br><br>Recap   |
| 9:00 – 12:00 noon      | SGOD – SHN, YFD, DRRM, Educ Facilities, Private Schools   |
| 12:00 – 1:00 p.m.      | <b>LUNCH BREAK</b>  |
| 1:01 – 4:00 p.m.       | SGOD – HRD, SMN, Planning & Research, SMME  |
| 4:01 – 4:30 p.m.       | OPEN FORUM  |
| 4:31 – 5:00 p.m.       | <b>CLOSING PROGRAM</b><br><br>Nationalistic Song<br>Prayer<br>DepED Bulacan March<br><br>Closing Remarks ----- Zurex T. Bacay, PhD<br>Assistant Schools Division Superintendent |
| <b>HOME SWEET HOME</b> |   |



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