



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

March 7, 2024

DIVISION MEMORANDUM

No. 118, s. 2024

**CONDUCT OF FIRST QUARTER PROGRAM IMPLEMENTATION REVIEW
(PIR)/DIVISION MONITORING EVALUATION AND ASSESSMENT (DMEA)
CY 2024 PRESENTATION**

To: Assistant Schools Division Superintendent
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 through the Schools Management, Monitoring and Evaluation Unit shall conduct the first quarter report presentation of the Program Implementation Review (PIR)/ Division Monitoring, Evaluation, and Adjustment (DMEA) on April 1, 2, 3 and 5, 2024 at the 3rd Floor, Conference Hall of SDO Bulacan Building.

2. This 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 in the First Quarter and actions taken;
- c. State the factors that hinder or facilitate the attainment of target;
- d. Align the corresponding KRA/PPA's of the unit to SDO OPCRf; and
- c. Set recommendations/agreements/actions to improve performance.

3. The participants in this activity are the Assistant Schools Division Superintendent, SGOD and CID Chiefs, Unit Heads of OSDS and SGOD, Planning Officer, Division Engineer, PDO II-DRRM, EPS II – SMME/HRD/SMN, Education Program Supervisors, Inclusive Education EPSvr and EPSA, LRMSD EPSvr and Librarian, EDDIS Chairpersons.

4. In the essence of time and smooth flow of activities, the following terms of engagement shall be followed:

- a. All unit/section heads shall encode the reports/accomplishments with complete numerical data, findings, interpretation, and analysis (qualitative and quantitative analysis of data) via Microsoft Office shared drive on or before **March 22, 2024**;



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- b. Refer to Enclosure No. 1 for a schedule of the specific unit/section for the presentation at the Conference Hall;
 - c. The unit/section head shall present the report using his/her laptop, and
 - d. It is highly advised to observe the assigned presentation date and time allotted for each unit/section.
5. After the presentation, unit heads shall incorporate the suggestions of the panel of reactors and submit the soft copy of the final 1st quarter PIR to the same drive (refer to 4. a) on the next day for consolidation of reports.
6. All participants are expected to observe the minimum health standard protocols.
7. All expenses incurred in the abovementioned activity shall be charged against DIVISION MOOE subject to usual accounting/auditing rules and regulations.
8. Immediate dissemination 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 Memo No. _____, s. 2023)

**FIRST QUARTER PROGRAM IMPLEMENTATION REVIEW
 (PIR)/DIVISION MONITORING EVALUATION AND ASSESSMENT (DMEA)
 CY 2024 PRESENTATION
 March 1,2,3 and 5, 2023**

PROGRAM MATRIX AND ACTIVITIES

SCHEDULE	ACTIVITY	PERSONS IN-CHARGE
8:30 – 9:00 am	Nationalistic Song Interfaith Prayer Checking of Attendance	AVP - SMME Unit
	Welcome Remarks	Maria Celina L. Vega, CESO VI ASDS
	Inspirational Message	Norma P. Esteban, EdD., CESO V SDS
Presentation of Reports per Unit		
Day 1 - CID		
9:00 – 12:00 noon	Instructional Management & Supervision	Virgilio L. Laggui, PhD Anastacia N. Victorino, EdD Jay Arr V. Sangoyo, PhD Marinella T. Pengson, PhD Joel I. Vasallo, PhD Francisco B. Macale Ariston E. Manuel Eleseo E. Godoy, PhD Perlita G. Pagdanganan, PhD <i>Education Program Supervisors</i>
	Inclusive Education	Agnes M. Bernardo, PhD – EPS I Julie Ann C. Cruz - EPSA
1:00 – 5:00 pm	LRMDS	Rainelda M. Blanco, PhD – EPS I Joannarie C. Garcia - Librarian
	District Instructional Supervision	<i>EDDIS Chairpersons</i> Lourdes T. Villena, PhD – EDDIS 1 Racquel D. Salazar – EDDIS 2



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1:00 – 4:30 pm	Administrative Unit Records Personnel Supply	Josefina S. Pedroche Lorena P. Bodoso Victoria O. Madrigal Raquel I. Climaco
Day 4 – Presentation of Key Result Areas (KRA)		
8:30 – 8:45 am	Nationalistic Song Prayer Roll Call	AVP - SMME Unit
8:45 – 12:00 noon	KRA 1	CID
	KRA 2	SGOD
1:00 – 4:30 pm	KRA 3 - 7	OSDS-
4:30 – 5:00 pm	Closing Program Interfaith Prayer Closing Remarks	AVP Maria Celina L. Vega, CESO VI ASDS





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BUDGET PROPOSAL

PROJECT TITLE	Conduct of Program Implementation Review (PIR)
PROPONENT	School Management Management Evaluation Unit
DURATION	4 days (day 1 SGOD, Day 2 CID, Day 3 OSDS, Day 4 Execom)
PROPOSED DATES	April 1, 2, 3, 4, 5 June 26, 27, 28, 30 Sept 26, 27, 28, 29 Dec 3, 4, 5 & 6
VENUE	SDO Conference Hall
PARTICIPANTS	SDS, ASDSes Chiefs, SDO Unit Heads, select PSDS and DEPS, EPS II of SGOD
PROFESSIONAL DEVELOPMENT PRIORITIES	N/A
MATATAG	Take steps to accelerate the delivery of basic education facilities and services
BULAKENYO	Yielding to the standard to uphold the holistic development of learners
RATIONALE	<p>One of the primary reasons for conducting a program implementation review is to hold individuals and all units accountable for the use of resources and the execution of activities.</p> <p>Program implementation review is conducted to ensure accountability, assess performance, facilitate learning and improvement, promote transparency, manage risks, allocate resources effectively, comply with regulations, engage stakeholders, maintain documentation, and ensure alignment with program project and activities goals. These reviews play a crucial role in the effective management of programs and the achievement of their intended outcomes.</p> <p>In view of this, the SDO shall allocate funds for the conduct of three (3) days of PIR reporting activity and 1-day execom to be held at the 3rd floor SDO conference hall which will commence every third (3rd) month of every quarter of the fiscal year 2023-2024.</p>
OBJECTIVES	At the end of the Program Implementation Report/Division Monitoring, Evaluation, and Adjustment, it is expected that the participants:



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	<ul style="list-style-type: none">Presented the appropriate, relevant, and accurate information necessary for the adjustment of work plans and strategies;Discussed the issues/concerns encountered for the quarter and actions taken;Stated the factors that hindered or facilitated the attainment of target;Aligned the corresponding KRA/PPA's of the unit to SDO OPCRf; andSet recommendations/agreements/actions to improve performance.
BUDGET REQUIREMENTS	OSDS- 12 X 600 = Php 7,200.00 CID- 24 X 600 = Php 14,400.00 SGOD-19 X 600 = Php 11,400.00 EXECOM - 15 X 600 = Php 9,000.00 TOTAL Php 42,000.00 x 4 Quarters = Php 168,000.00
FUND SOURCE	MOOI
SESSION FLOW	Preliminaries Setting Direction PIR presentation per unit Remarks from panel of reviewers Closing

Prepared by:

MA. LOURDES J. PATAG
Senior Education Program Specialist, SMME

Funds Available:

DOLORES P. SANTOS, CPA 168,000.00
Concurrent OIC, Office of the Budget Officer

Reviewed by:

CECILIA S. CUSTODIO, PhD
Chief, SGOD

Recommending approval:

ZUREX T. BACAY, PhD
Assistant Schools Division Superintendent

Approved by:

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



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3

Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OFFICE OF BULACAN
City of Malolos

PURCHASE REQUEST

Entity Name: DepED - SDO Bulacan

Fund Cluster:

Office/Section: Personnel	PR No.: <u>21-02-046</u>	Date: <u>2/1/24</u>
	Responsibility Center Code: _____	

Stock No./Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Provision of Meals on the Conduct of Program Implementation Report (PIR) 1st Quarter of 2024	70 pax	600.00	PHP 42,000.00
		April 1, 2, 3, 9, 5, 2024 <i>for</i>			
		8:00 to 5:00 PM			
		70 pax @ Php 600.00 each			
		Day 1 - 12 pax			
		Day 2 - 24 pax			
		Day 3 - 19 pax			
		Day 4 - 15 pax			
		Total - 70 pax			
		Meals: Breakfast, AM snack, Lunch and PM snack			

Purpose: To help identify gaps and weaknesses in the PPAs so that a timely and appropriate adjustments and interventions are made to bring back the PPAs on track PHP 42,000.00

<p>Requested By:</p> <p style="text-align: center;"><i>[Signature]</i> MA. LOURDES J/PATAG Senior Education Program Specialist SMME</p>	<p>Approved by:</p> <p style="text-align: center;"><i>[Signature]</i> NORMA P. ESTEBAN, EdD., CESO V Schools Division Superintendent</p>
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