



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

May 27, 2024

DIVISION MEMORANDUM

No. 259, s. 2024

**CONDUCT OF SECOND QUARTER PROGRAM IMPLEMENTATION REVIEW
(PIR)/DIVISION MONITORING EVALUATION AND ASSESSMENT (DMEA)
CY 2024 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 through the Schools Management, Monitoring, and Evaluation Unit shall conduct the second quarter report presentation of the Program Implementation Review (PIR)/ Division Monitoring, Evaluation, and Adjustment (DMEA) on June 17, 18, & 19, 2024 at the 3rd Floor, Conference Hall of SDO Bulacan Building. In the event of June 17th being designated as a holiday, Day 1 of PIR will be rescheduled for June 14, 2024.

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 Second Quarter and actions taken;
- c. State the factors that hinder or facilitate the attainment of the 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 Superintendents, 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, LRMDS 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



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and quantitative analysis of data) via Microsoft Office shared drive on or before **June 12, 2024**;

- 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 2nd Quarter PIR to the same drive posted via PIR Group Chat 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. 259, s. 2024)

**SECOND QUARTER PROGRAM IMPLEMENTATION REVIEW
 (PIR)/DIVISION MONITORING EVALUATION AND ASSESSMENT (DMEA)
 CY 2024 PRESENTATION**
 June 17, 18, 19, 2024

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 - OSDS | | |
| 9:00 – 12:00 noon | Supply Cash Finance Budget | Raquel I. Climaco Rona Jema R. Mercurio Agnes M. Seifnezhad, CPA Aren A. Astoveza, CPA |
| 1:00 – 4:30 pm | Personnel Records Legal ICT | Victoria O. Madrigal Lorena P. Bodoso Atty. Elmer D. Lopez Richard C. Biglete |
| 4:30 – 5:00 pm | Reminders / Takeaways | SMME Unit |



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| Day 2 - CID | | |
|---------------------|---|---|
| 8:15- 8:30 am | Nationalistic Song Prayer Roll Call | AVP SMME Unit |
| 8:30 – 12:00 noon | Instructional Management & Supervision | Rainelda M. Blanco, PhD Agnes M. Bernardo, PhD – EPS I with 5 EPSAs Marinella T. Pengson, PhD Jay Arr V. Sangoyo, PhD Anastacia N. Victorino, EdD Eleseo E. Godoy, PhD <i>Education Program Supervisors</i> |
| 1:00 – 5:00 pm | District Instructional Supervision | Perlita G. Pagdanganan, PhD Ariston E. Manuel Francisco B. Macale <i>Education Program Supervisors</i> <i>EDDIS Chairpersons</i> Lourdes T. Villena, PhD – EDDIS 1 Racquel D. Salazar – EDDIS 2 Carlito G. Dela Cruz, EdD– EDDIS 3 Gilbert M. Agapito - EDDIS 4 Ma. Neriza F. Fanuncio, EdD- EDDIS 5 Angelita C. Baltazar – EDDIS 6 <i>Public Schools District Supervisors</i> |
| Day 3 - SGOD | | |
| 8:15 – 8:30 am | Nationalistic Song Prayer Roll Call | AVP SMME Unit |
| 8:30 – 12:00 noon | SHN Private Schools SMN | Carlo Angelo P. Castillo, MD Wilma O. Aguas, DMD Shirley Burgos, RN Jay-Arr C. Tayao, DBM <i>Education Program Supervisor-SGOD</i> Bryan Amiel F. De Jesus - SEPS Ma. Jesusa V. Pampilon, PhD – EPS II |



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