



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

December 26, 2024

DIVISION MEMORANDUM  
No. SK3, s. 2024

**CONDUCT OF FOURTH 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 fourth quarter report presentation of the Program Implementation Review (PIR)/ Division Monitoring, Evaluation, and Adjustment (DMEA) on January 6,7,8 and 9, 2025 at the 3<sup>rd</sup> Floor, Conference Hall of SDO Bulacan Building.
2. This activity aims to:
  - a. Provide precise, relevant, and accurate information essential for planning the 2025 Work and Financial Plan ;
  - b. Examine the issues and challenges encountered in the Fourth Quarter along with the measures taken to address them;
  - c. Determine the factors that hinder or contribute to the accomplishment 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, Chiefs CID and SGOD, Education Program Supervisors, Public Schools District Supervisors (EDDIS Chairpersons), all Unit Heads of OSDS and SGOD and Technical Working Group.



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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 to be posted via DMEA/PIR FB Messenger on or before **January 2, 2025**;
- 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.
- e. It is also advise that all Unit heads are advice to join the preliminary program on the first day that shall begin at 8:30 AM.

5. After the presentation, unit heads shall incorporate the suggestions of the panel of reactors and submit the soft copy of the final 4th 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. 583, s. 2024)

THIRD QUARTER PROGRAM IMPLEMENTATION REVIEW  
(PIR)/DIVISION MONITORING EVALUATION AND ASSESSMENT (DMEA)  
CY 2024 PRESENTATION  
January 6, 7, 8, 9, 2025

PROGRAM MATRIX AND ACTIVITIES

SCHEDULE	ACTIVITY	PERSONS IN-CHARGE
8:30 – 9:00 am	Nationalistic Song/Interfaith Prayer and DepEd March	AVP - SMME Unit
	Checking of Attendance	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		
<b>Day 1 – CID (January 6, 2025)</b>		
8:30 – 12:00 noon	Instructional Management & Supervision	Agnes M. Bernardo, PhD Marinella T. Pengson, PhD Jay Arr V. Sangoyo, PhD Anastacia N. Victorino, EdD Virgilio L. Laggui, PhD Eleseo E. Godoy, PhD <i>Education Program Supervisors</i>
1:00 – 5:00 pm	Instructional Management & Supervision  LRMDS	Perlita G. Pagdanganan, PhD Joel I. Vasallo, PhD Ariston E. Manuel Francisco B. Macale <i>Education Program Supervisors</i>  Glenda Constantino



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	District Instructional Supervision	<i>EDDIS Chairpersons</i> Paul J. Candelaria – <i>EDDIS 1</i> Dulce Regina C. Flores, EdD – <i>EDDIS 2</i> Ana-Liza M. Villanueva – <i>EDDIS 3</i> Anabell R. Palomo - <i>EDDIS 4</i> Jonar C. David, EdD- <i>EDDIS 5</i> Cecilia P. Buenaventura, EdD- <i>EDDIS 6</i> <i>Public Schools District Supervisors</i>  Cecilia S. Custodio, PhD Chief EPS - CID
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**Day 2 – OSDS (January 7)**

8:15 – 8:30am	Nationalistic Song Prayer Roll Call	AVP – SMME Unit  SMME Unit
8:30 – 12:00 noon	Supply Cash Finance Budget	Raquel I. Climaco – <i>Supply Officer</i> Rona Jema R. Mercurio – <i>Cash Officer</i> Agnes M. Seifnezhad, CPA <i>Division Accountant</i> Alvin V. Suriben – <i>Budget Officer</i>
1:00 – 4:30 pm	Personnel Records Legal ICT Administrative Office	Victoria O. Madrigal – <i>Personnel Officer</i> Lorena P. Bodoso – <i>Records Officer</i> Atty. Elmer D. Lopez – <i>Legal Officer</i> Richard C. Biglete – <i>ICT Officer</i> Josefina Pedroche – <i>Admin Officer</i>
4:30 – 5:00 pm	Reminders / Takeaways	SMME Unit

**Day 3 – SGOD (January 8)**

8:15 – 8:30 am	Nationalistic Song Prayer Roll Call	AVP – SMME Unit Ma. Jesusa M. Pampilon, PhD – <i>EPS II</i> SMME Unit
8:30 – 12:00 noon	SHN  Private Schools	Medical Officer Vilma O. Aguas, DMD – <i>Dental Officer</i> Shirley Burgos, RN  Jay-Arr C. Tayao, DBA, EdD <i>Education Program Supervisor-SGOD</i>



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	SMN  Planning & Research	Bryan Amiel F. De Jesus - SEPS Ma. Jesusa V. Pampilon, PhD - EPS II  Maribel S. Perez - SEPS Paulo Eduardo C. Cruz <i>Planning Officer</i>
1:00 – 4:30 pm	Education Facilities  DRRM  HRD  Learners Formation  SMME	Engr. Carl Paulo A. Fernando <i>Division Engineer</i>  Pedro G. Lacap – PDO II  Marilene G. Ramos - SEPS  Christian Dela Cruz – PDO II  Ma. Lourdes J. Patag - SEPS  Rainelda M. Blanco, PhD Chief EPS - SGOD
4:30 – 5:00 pm	Reminders / Takeaways	SMME Unit
<b>Day 4 – Presentation of Fourth Quarter Consolidated Report of Functional Divisions with Top Management (January 9)</b>		
8:15 – 8:30 am	Nationalistic Song Prayer Roll Call	AVP - SMME Units
8:30-12:00 nn	OSDS  CID  SGOD  PRIME-HRM Updates	Josefina S. Pedroche Administrative Officer IV  Cecilia S. Custodio, PhD Chief EPS-CID  Rainelda M. Blanco, Ph.D Chief EPS-SGOD  R&R Dr. Rainelda M. Blanco L&D - Marilene G. Ramos PM – Dr. Cecilia S. Custodio RSP- Victoria O. Madrigal



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1:00pm – 4:30pm	OPCRF TEAM	Dr. Teresita Alquiza Dr. Cecilia S. Custodio Dr. Anna Liza P. Villanueva Dr. Reinelda M. Blanco Dr. Ma Neriza Fanuncio Marilen Ramos Dr. Carlito Dela Cruz Alvin Suriben Dr. Raquel Zalazar Bryan Amiel F. de Jesus
4:30 – 5:00 pm	Closing Remarks	Atty. Bryan M. Santos Assistant Schools Division Superintendent