



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

August 29, 2024

DIVISION MEMORANDUM

SGOD No. 107 s. 2024

**CONDUCT OF 3rd QUARTER C.Y 2024 DIVISION AND SCHOOL PROGRAM
IMPLEMENTATION REVIEW (PIR)**

To: CID /SGOD Chiefs
Division Education Program Supervisors
Cluster Heads
Elementary/ Secondary School Heads
Section Heads
All Program Holders
This Division

1. In adherence to Division Memorandum SGOD No. 038, s. 2024 re: Adoption of Program Implementation Review (PIR) Guidelines and the Conduct of Program Implementation Review in the Schools and in the Division Office, the Third (3rd) Quarter CY 2024 Division and School Program Review will be conducted on September 6, 2024 (School PIR – School Level) and September 13, 2024 (Division PIR) at the SDO Conference Hall which shall start at 8:00 am.

2. The theme of the 3rd Quarter Program Implementation Review shall focus on reviewing the performance targets versus accomplishment on **Access, Resiliency and Well-being and Enabling Mechanism – Governance**. It shall aim to achieve the following objectives:

- 2.1 Discuss the Quarter 3 (Q3) status of programs, projects and major activities implementation particularly the physical and financial plans versus accomplishments;
- 2.2 Track the progress of programs, projects and major activities implementation and determine gaps, issues and concerns including bottlenecks;
- 2.3 Review initial progress of performance vis-à-vis the division /school basic education plan on Access, Resiliency and Well-being and Enabling Mechanism for Governance;
- 2.4 Identify corrections and corrective actions to be taken to adjust plan and ensure and ensure continuity and continuous improvement of Programs and Projects implementation;



Address: Alunan Highway, Poblacion, Tacurong City 9800
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2.5 Document “Most Significant Change” stories and “Quick/ Small Wins” of Programs and Projects implemented as input to Organizational Knowledge of each functional division/ schools; and

2.6 Formulate Catch-Up Plan for the delays of program, project, and major activities implementation.

3. Enjoined to attend are the regular members of the PIR from the division office composed of the following:

SDS	1		Presider, Lead Discussant
ASDS	1		Presenter for OSDS, Lead Discussant
Chiefs of functional division	2		Presenter for CID/ SGOD, Discussant
All EPSs	11		Interpellators/Discussant (10 CID, 1 SGOD)
All SEPS	2		Documenter: Gives inputs to issues & concerns related to PPAs handled
All EPSs II	2		Documenter: Gives inputs to issues & concerns related to PPAs handled
All Program Holders/Focal	10		Presenter: Gives inputs to issues & concerns related to PPAs handled
All Unit Heads	5		Presenter: Gives inputs to issues & concerns related to PPAs handled

4. To maximize the time and put premium on the presentation and discussion, there shall be two (20) parallel sessions with assigned functional division given below:

GROUP A	GROUP B
OSDS – Unit / Section Heads SHNS DRRM YFD HRDS	CID – Program Holders ALS FLO IpEd NLC SNED MEP

5. Participants are reminded to observe the following procedures and standards.

5.1. The Presenters shall prepare a 30-minute PowerPoint presentation aligned with the contents of the slide decs prescribed by the region.



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5.2. The presentation shall cover the three major details on the following performance **in a.) Program, Projects and Major Activity Implementation Review aligned with the WFP/AIP/BED/BAR; b.) School/Division Performance Indicators aligned to Intermediate Outcomes and Enabling Mechanisms focused of 3rd quarter based on DEDP targets; and c.) Agenda and Catchup Plan. In the same manner, the school and division office shall observe the same contents and present the information and discourse for discussion and agreement of actions to be taken.**

c. **After each presentation a 30-minute interpellation, discussion and synthesis** with the interpellators, discussants and synthesizer shall follow to comment major accomplishments and MSCs and clarify issues and concerns for division office action and /or endorsement for regional office decisions. The lead discussant assigned shall keep track of the time as the presentation is being done and shall **politely cut the presentation if it exceeds the prescribed time.**

d. To ensure that the lead discussants and panelists are informed of the full content of the PowerPoint presentations and to allow efficient collection of required data sets, all shall upload their presentation and update their data in **excel file through this link <https://tinyurl.com/3RDQUARTERPIRPA>** at least **three (3) days prior** to Division PIR schedule.

6. Enclosed are the following for reference and guidance of all concerned:

- 4.1 Indicative Schedule of Activities
- 4.2 PowerPoint Presentation Template for SDO
- 4.3 PowerPoint Presentation Template for School

7. Expenses to be incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

8. For immediate dissemination and compliance.


GILDO G. MOSQUEDA CEO VI
Schools Division Superintendent



Enclosures: As stated,
Reference: Division Memorandum SGOD No- 038 s. 2024
Allotment: None
To be included in the perpetual Index under
MONITORING EVALUATION PROGRAM REVIEW

MAP/DM/SGOD – Conduct of 3rd Quarter C.Y 2024 Division and School Program Implementation Review /Aug.29,2024



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Enclosure No. 1 to Division Memorandum SGOD No. 1 s. 2024

Indicative Schedule of Activities

**CONDUCT OF 3rd QUARTER C.Y 2024 DIVISION PROGRAM IMPLEMENTATION
REVIEW (PIR)
September 13, 2024
SDO Conference Room, Tacurong City**

TIME	ACTIVITY SESSION	PERSON RESPONSIBLE
09-13-24		
7:30 AM	REGISTRATION	
8:00 AM	Preliminaries: <ul style="list-style-type: none">• National Anthem / Regional Hymn/ Sultan Kudarat March/ Tacurong City Hymn• Invocation• Opening Remarks• Presentation Participants• Statement of Purpose• Message	c/o SGOD AVR AVR GILBERT B. BARRERA, CESE OIC – Schools Div. Superintendent ZENAIDA B. PORRAS Administrative Officer V MAYFLOR D. ROMUALDO Chief E.S – SGOD GILDO G. MOSQUEDA, CEO VI Schools Division Superintendent
8:01 AM – 12:00 PM	PROGRAM IMPLEMENTATION REVIEW (PIR) PROPER	SDS – Presider/ Lead Discussant Lead ASDS – Lead Discussant Chief CID/SGOD - Discussant Education Prog. Supervisors – Interpellators / Discussants SEPSs – Documenter/ Process Observer



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	<p>GROUP A (Conference Hall) Person Responsible Mayflor D. Romualdo - Lead Discussant</p> <p>INTERPILLATORS: Julius Celetaria Ivy Lamintao Agnes Muyco Ernie Pama Rona Bred</p> <p>Documenter/Process Observer: Junaflor R. Sucaldito Ma. Dinne Joy Dela Fuente - Synthesizer</p> <ul style="list-style-type: none"> • The SDS and ASDS may join either group. 	<p>EPSs II – Documenter/ Process Observer Program Holders/ Focal - Presenter Unit Heads - Presenter</p> <p>GROUP B (CID OFFICE) Person Responsible Arlene Rosa G. Arquiza – Lead Discussant</p> <p>INTERPILLATORS: Randy E. Porras Mary Ann C. Umadhay Rona N. Tacot Frank T. Nawal Joseph R. Pilotos</p> <p>Documenter/Process Observer: Mohani A. Paguita Janice Suboc - Synthesizer</p>
12:01 - 1:00PM	LUNCH BREAK	
1:00 - 3:00PM	Continuation of PIR	
3:01 PM - 4:00 PM	Agreements / Next Steps	
4:01PM - 4:30 PM	CLOSING PROGRAM	

