



Republic of the Philippines  
**Department of Education**  
Schools Division Office of Tacurong City

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January 28, 2025

**DIVISION MEMORANDUM**


SGOD No. 015 s. 2025

**DISSEMINATION OF THE ISSUES, CONCERNS, AGREEMENTS AND SYNTHESIS  
OF THE SDO 4<sup>th</sup> QUARTER PROGRAM IMPLEMENTATION REVIEW (PIR)**

**To: OIC – Asst. Schools Division Superintendent  
CID, SGOD & OSDS Personnel  
This Office**

1. This Office, through the School Governance Division and Operations Division- School Management Monitoring and Evaluation Section disseminates the issues, concerns, agreements and synthesis of the 4th Quarter Program Implementation Review (PIR) conducted on January 8, 2025.
2. Enclosed are the synthesis, recommendation and call to action. Hence, all concerned are enjoined to carry-out appropriate action on the issues, review / revisit processes for enhancement, alignment or updating to ensure continuous improvement.
3. For issues and concerns needing action and decision of the top management, concerned section / unit is advised to present recommendation or prepare catch-up plan for approval of the undersigned.
4. Likewise, the timeline for the agreements is indicated for the guidance of the Program Holders.
5. For the information and preferential attention of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent



Enclosure: As stated,

Reference: Division Memorandum SGOD No. 038, s. 2024

Allotment: None

To be indicated in the perpetual index under the following subjects:

**MONITORING AND EVALUATION                      PROGRAM IMPLEMENTATION REVIEW**

MAP/DM/SGOD – Dissemination of Synthesis of the Fourth Quarter Program Implementation Review/ January 28, 2025



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## GENERAL RECOMMENDATIONS AND CALL TO ACTION

### 1. Strengthen Accountability Measures

**Recommended Action:**

All program holders must review their roles and KPIs by the end of every quarter and discuss necessary adjustments, necessary with their immediate supervisors.

All program holders are required to encode their 2025 Annual Implementation Plan in AIP Dashboard as part of monitoring activities.

Adherence on the submission of reports was communicated in Memorandum thus required on time submission to ensure transparent tracking.

### 2. Evaluate and optimize resource allocation

**Recommended Action:**

Review the use of human, financial, and logistical resources in the past quarter to identify inefficiencies or gaps. Adjust resources allocation underperforming areas / initiatives.





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**PIR SYNTHESIS FORM**

4 <sup>th</sup> Quarter Division PIR	PIR SYNTHESIS FORM		
Date: <i>January 8, 2025</i> <b>Issues and Concerns Raised (TA, Policy Needs, Financial Management, etc.</b>	Division: <i>SDO Tacurong City</i> Venue: <i>SDO – Tacurong City, Conference Hall (Group A)</i> <b>Agreements</b>	<b>RO/SDO/Functional Division</b>	<b>Timeline</b>
<p><b>ACCOUNTING: (Jonel G. Solomon)</b></p> <ul style="list-style-type: none"> <li>• Did not mention issues and concerns relative to procedures and processes; was included in the DFIMMEA;</li> <li>• SNED PSF- finance personnel asking on signatories that causes delays in downloading of PSF in schools and utilization of funds (JDC)</li> <li>• Duplication of funds utilized provided for from the different programs, especially printing materials</li> </ul>	<ul style="list-style-type: none"> <li>• Shall refer to DO 42, s. 2022 as to eligible expenses;</li> <li>• As soon as SARO is released, a memo/guidelines shall be disseminated in school to be able to prepare WFP/AIP and processing of documents.</li> <li>• Budget vs actual disbursements (Accounting);</li> <li>• Suggested that Supply Office shall conduct random monitoring and inventory of supplies and consumables in schools ;</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting and Budget</li> <li>• Supply Office and all other Program Holders</li> </ul>	<ul style="list-style-type: none"> <li>• Year round</li> </ul>



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<p><b>HRMO: (Glenda P. Orcinado)</b></p> <ul style="list-style-type: none"> <li>• Did not present PPAs instead accomplishment as to reclassifications, promotions, approved loans, leave, and monetization, IPNTP, remittances, EMS-Payroll system, and filling up of Plantilla positions;</li> <li>• Delayed submission of request and technicality of attached documents for service credits from schools;</li> <li>• No QS set for HT IV positions;</li> <li>• Delayed submission of DTRs of SDO Personnel, what are the specific actions to address?</li> <li>• Unfilled Plantilla (HT IV, GC I, ASDS) guidelines/processes</li> <li>• ADM OHSP Teachers allowed to receive service credits?</li> <li>• Updating on the status of CTO</li> <li>• ALS SHS Teacher during Saturday in SENHS, will submit</li> </ul>	<ul style="list-style-type: none"> <li>• Published vacancy</li> <li>• Submission on or before the 5<sup>th</sup> of the succeeding month, shall reiterate issuance, and shall recommend to the top mngt for appropriate action for employees with delayed/habitual late submission</li> <li>• Allowed once all required documents are submitted and reflected in the memorandum</li> <li>• Shall be provided quarterly updates relative the CTO; starting to incorporate in the EMS;</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel Section</li> <li>• School AOs</li> <li>• SDO Personnel, Top Mngt</li> <li>• SDO Personnel, Top Mngt, VFGNHS</li> <li>• SDO Personnel, Top Mngt, ICTU</li> </ul>	
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<p>class program to HR to avail of service credits</p>	<ul style="list-style-type: none"> <li>Fast track submission of class program, and shall ensure the required 6 hrs/ day actual teaching;</li> <li>Make use of the PRIME-HRM, include the 4 components of the Prime HRM in the AIP of the program/office</li> </ul>	<ul style="list-style-type: none"> <li>SDO Personnel, Top Mngt, ALS EPS</li> <li>SDO Personnel, Top Mngt</li> </ul>	
<p><b>RECORDS: (Jennifer Claire A. Tayag)</b></p> <ul style="list-style-type: none"> <li>No fund downloaded, therefore will present the catch-up plan in Q3 which was already accomplished, on digitization of documents, publication of issuances, records inventory and disposal report,</li> <li>Unified format of Division Issuances based on DMOS;</li> <li>Who will take charge of the QA of the SDO Memo and issuances?</li> </ul>	<ul style="list-style-type: none"> <li>Shall adhere on DMOS;</li> <li>Shall have in-charge of QA of issuances, whether addressed to the chief or the section Head</li> </ul>	<ul style="list-style-type: none"> <li>Records Section and Top Mngt</li> </ul>	
<p><b>SUPPLY: (Vivien O. Lima)</b></p> <ul style="list-style-type: none"> <li>Relative to application to fidelity bonds of AO, hoping to be included in the budget;</li> <li>All equipment is recorded only those issued 2023;</li> <li>Actions to be taken for schools with delayed or non-submission of reports;</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all other 17 schools shall apply to fidelity bonds;</li> <li>Strengthen monitoring on report submission, and recommend appropriate actions for schools with delay of submissions;</li> </ul>	<ul style="list-style-type: none"> <li>Supply Office, Admin, Schools</li> <li>Supply Office, Admin</li> </ul>	



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<ul style="list-style-type: none"> <li>• Issuance of laptops in schools or any other equipment/ gadgets;</li> <li>• Inclusion of the LR supplies and materials in the SIS</li> </ul>	<ul style="list-style-type: none"> <li>• Should inform program holders as to the recipients and schedule of delivery;</li> <li>• Based on ICS, offline system, and all supplies and materials that goes through supply are recorded;</li> </ul>	<ul style="list-style-type: none"> <li>• Supply Office, Admin, Program Holders</li> <li>• Supply Office, Admin, LRMS</li> </ul>	
<p><b>CASH: (Liza P. De Luna)</b></p> <ul style="list-style-type: none"> <li>• Delay in the submission of reports;</li> <li>• Suppliers that need to submit receipts on time other than the Office to pick up the ORs;</li> <li>• ADA and CIC for salaries and benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Issued memorandum for the timeline of submission of RADAI and RCI;</li> <li>• Requests to inform the recipients as to benefits and salaries that would be debited to accounts of SDO personnel; ICTU is on the process of incorporating in the EMS</li> </ul>	<ul style="list-style-type: none"> <li>• Supply Office, Admin</li> <li>• Supply Office, Admin, ICTU</li> </ul>	
<p><b>ADMIN: (Zenaida B. Porras)</b></p> <ul style="list-style-type: none"> <li>• PRIME-HRM Maturity Level II</li> <li>• Downloading of Payroll- submission of other required reports from the RO to be parallel (SDO-advance, RO- delayed 2 months)</li> </ul>	<ul style="list-style-type: none"> <li>• All awards received by the personnel shall be reflected under R&amp;R in the EMS, encoded right after the activity;</li> <li>• Incorporate significant stories in the report</li> </ul>	<ul style="list-style-type: none"> <li>• Admin, R&amp;R Secretariat, ICTU</li> </ul>	



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<p><b>ICTU: (Joey M. Lozano)</b></p> <ul style="list-style-type: none"> <li>• ICT Support- operations is dependent on the budget downloaded from CO;</li> <li>• EMS payroll aligned to RO;</li> </ul>	<ul style="list-style-type: none"> <li>• Request to allocate a fixed budget for ICT repair and maintenance-be included in the AIP as innovations are evident.</li> <li>• Draft a Catch-up plan for DCP Adoption Training;</li> <li>• Division Planning Team shall sit down to prioritize activities in the presence of the Budget, Accounting and Top Mngt on or before the end of January.</li> </ul>	<ul style="list-style-type: none"> <li>• SDO Top Mngt, Budget, Accounting, ICTU</li> </ul>	
<p><b>SHN: (Katrina May M. Dalayap, MD)</b></p> <ul style="list-style-type: none"> <li>• Delayed conduct of ADEPT and AJA Training due to delayed approval of WFP and availability of speakers;</li> <li>• Conduct of SBFP, observed that the program is focused on the nutritional status, is there a mechanism relative to assessing the impact relative to academic performance;</li> <li>• Healthy Learning Institutions (HLI), for last mile schools for DOH.</li> </ul>	<ul style="list-style-type: none"> <li>• SBFP is a support system in terms of academic, therefore c/o to curriculum; SGOD-access; SHN-equity; CID-curriculum;</li> <li>• Shall accomplish necessary data and submit to DOH CO and requests to be transferred to SK Division.</li> </ul>	<ul style="list-style-type: none"> <li>• SDO Top Mngt, Budget, Accounting; SGOD, CID</li> </ul>	
<p><b>RECESS (12:15 PM-1:15 PM)</b></p>			



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<p><b>YFD: (John G. Bagugos)</b></p> <ul style="list-style-type: none"> <li>• Requests for early downloading and increase of allocation of PSF for programming of activities;</li> <li>• Overlapping of schedules;</li> <li>• Availability of PSF for LRP programs for Capacity Building initiatives;</li> <li>• Availability of records for VAWC incidents in schools?</li> <li>• Conduct of Activities in partnership with LGU as schedule, what mechanisms/intervention implemented by schools to learners participating in this activity</li> </ul>	<ul style="list-style-type: none"> <li>• Record-keeping is in place, already submitted for SY 2024-2025 for private schools; needs help of Private School Coor for the submission of private schools;</li> <li>• YFD to furnish a report template for Private Coor for reporting purposes;</li> <li>• Learners shift to distance learning modality to continue learning;</li> <li>• Strengthen monitoring and mechanisms to ensure that learners are in school and protected.</li> </ul>		
<p><b>HRDS (Ma. Dianne Joy R. dela Fuente)</b></p> <ul style="list-style-type: none"> <li>• M&amp;E feedback throughout the duration of the activity;</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration of program holder and M&amp;E, program holder to also monitor the accomplishment of M7E tools;</li> <li>• Set timeline for the submission of completion report 5 days after the conduct of the L&amp;D;</li> </ul>		
<p><b>SMN: (Ma. Dianne Joy R. dela Fuente)</b></p> <ul style="list-style-type: none"> <li>• No comment from interpellators</li> </ul>			





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**ERS: (Keiff Hunfrey M. Bedia)**


- Repair and budget for the CID Office;
- Library Hub repair

- MOOE cannot be used for capital outlay, thus no budget allocation for repair in the SDO;
- Proposed in the LSB however the board prioritized landbanking for school site, but if done with landbanking and to submit supplemental, will give priority to LibHub.

**Suggestions for Improvement for the next PIR:**

1. Contextualized template; and
2. Provide interpellators hard copies of the report.


Prepared by:

  
**MA. DIANNE JOY R. dela FUENTE**  
 Synthesizer – Group A

  
**JANICE P. SUBOC**  
 Synthesizer – Group B

Noted by:

  
**MAYNOR D. ROMUALDO**  
 Lead Discussant A

  
**ARLENE ROSA G. ARQUIZA**  
 Lead Discussant B



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PIR SYNTHESIS FORM

PIR SYNTHESIS FORM			
<b>4th Quarter Division PIR</b>	Division: SDO Tacurong City		
Date: January 8, 2024	Venue: SDO – Tacurong City, Conference Hall		
<b>Issues and Concerns Raised (TA, Policy Needs, Financial Management, etc.</b>	<b>Agreements</b>	<b>RO/SDO/Functional Division</b>	<b>Timeline</b>
<b>IPED</b> *Implementation of CHLC *Conduct of IP Arts *IPED PIR and Development of LAS * Technical Assistance to Schools with IPED * No M& E tool for IPED	Conduct before end of January Conduct on February 14, 2025 February 4-9, 2025 EPS to conduct TA to Schools with IPED Craft M&E Tool for IPED	CID-IPED	January 2025
<b>DRRM</b> * Delay Conduct of Executive Training Course due to Non-availability of Trainer *Delay Conduct of ICS Workshop	Conduct first Quarter of 2025	DRRM Focal	January – February 2025
<b>FLO/LR</b> Postponement of Finalization of SLM's (original date of conduct-January 17-18, 2025) Delayed Printing of SLM's	To conduct before end of January, 2025 Printing Materials must be available by February for Printing	LR	February 2025



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<b>STEP</b> Delayed downloading of Funds	Follow up funds downloading	STEP Focal, Accounting, Budget	January 2025
<b>SNED</b> Monitoring of SNED PSF recipient school 4 secondary school 14 elementary school	Monitoring of expenditures of PSF of schools	SNED Focal, Accounting	January – March 2025

Prepared by:

  
**JANICE R. SIZER**  
 Synchronizer

Noted by:

a. v. b.  
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 Lead Discussant