



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

July 16, 2025

**DIVISION MEMORANDUM**

SGOD No. 098 s. 2025

**DISSEMINATION OF THE ISSUES, CONCERNS, AGREEMENTS AND SYNTHESIS  
OF THE SDO 1ST SEMESTER PROGRAM IMPLEMENTATION REVIEW**

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

1. This Office, through the School Governance Operations Division – School Management Monitoring and Evaluation Section disseminates the issues, concerns, agreements and synthesis of the 1<sup>st</sup> Semester Program Implementation Review (PIR) conducted on July 4, 2025.
2. Enclosed are the synthesis, recommendations, and Minutes of the Meeting. 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. The 1st Semester Reports can be accessed through the link <https://tinyurl.com/1stSEMESTERPIR>
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 1<sup>st</sup> Semester Program Implementation Review/ July 16, 2025



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**PIR SYNTHESIS FORM**

<b>SDO: TACURONG CITY</b>		<b>Quarter: 1<sup>ST</sup> SEMESTER (July 4, 2025)</b>		<b>CY:2025</b>
<b>Issues and Concerns Raised (TA, Policy Needs, Financial Management, etc.</b>	<b>Level of Priority</b>	<b>Agreements</b>	<b>Timeline</b>	<b>RO-Functional Division /Unit/Person Involved</b>
Complete and On-time Liquidation Reports		Observation Memoranda issued to identified schools, reiteration of issued policies, approval of internal policies aligned to various government financial policies		<b>Jonel G. Solomon, CPA</b> <b>Accountant III</b>
Absence of a unified policy on the submission of liquidation reports)		Formulation and approval of internal policies to address gaps; conduct of coordination meetings		
Use of financial terminologies such as "obligated" and "unutilized"		Shall contextualize for the SDO's consumption; shall include in the presentation	2 <sup>nd</sup> Semester PIR	
Not functional dental equipment (chair)		Will connect with the GSO for repair		<b>Akifah Guino, MD</b> <b>MO-III</b>
Adherence of the schools to DO 13		Conduct of reorientation to school heads		



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Conduct of Training on Records Management and Best Practices		Coordinate with HRDD and Budget Office for Financial Requirements. Shall be included in the Induction Program and shall be given priority	October 2025	Jennifer Claire A. Tayag AO IV (Records)
Designs and WFP that needs to be implemented		PPA and PMIS Catch-up Plan for PPAs that need to be implemented		Admin Office-Budget Rhea May S. Laygan Budget Office
Preparation of WFP for COS		To clarify and coordinate with HRMO as to who will prepare the WFP for the PMIS		Ernie P. Pama as direct Supervisor for Sports Coordinator
DepEd emails of COS		Awaits reply from CO to be addressed		Joey M. Lozano ITO
Conduct of coordination and quarterly meetings that were not held		Shall conduct quarterly coordination meetings	Last week of July	Zenaida B. Porras AO V (Admin)
CSM Results		Report the results of CSM to the concerned Office. Identify specific offices in the process that need to incorporate the satisfaction measure	Monthly	
Inventory of Supplies		Need to present the inventory of supplies	Q3	
Absenteeism of 1 personnel		Need to follow the procedures prior to providing sanction/s	Q3	



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Unified IPCRF			
Localized Policy on Awards and Recognition			
OPDNTF Fund 2024 for CID		Identify the program holder for DLAC and provide feedback as to the proposed activity	July 7, 2025
A decrease in the number of volunteer hours and resources generated		Shall look into the data as to the attributes for the decrease in resources	
<b>Most Significant Change Stories</b>	<ul style="list-style-type: none"><li>• Innovations of the Accounting Section -LPOM and LRPt</li><li>• Improved health status of learners under SBFP to 53% from the baseline</li></ul>		

Prepared by:

  
**MA. DIANNE JOY R. dela FUENTE**  
SEPS  
Synthesizer



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Issues and Concerns Raised (TA, Policy Needs, Financial Management, etc.	Level of Priority	Agreements	Timeline	RO-Functional Division /Unit/Person Involved
There were challenges in encoding of ALS WFP to PMIS		Ensure the timely submission and encoding of WFP into PMIS.	End of July, 2025	EPS Agnes G. Muyco & PO Alejandro S.Reginaldo  CID / ALS
Regular attendance of ALS learners		Intensify advocacy and social mobilization to increase awareness and enrolment.		
Gaps in mastery of learning competencies in learning strands		Provide continuous TA to address emerging learning challenge.		
A significant number of ALS		ALS implementers shall strengthen learners tracking and profiling.		



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learners are classified as non-completers due to various factors such as migration, lack of motivation and their social economic status		Remedial and flexible learning session shall be offered to help the non-completers catch up and complete the program.		CID / ALS / ALS Implementers
Tracking of IPED learners in the LIS		Conduct regular validation and monitoring to ensure that all enrolled IP learners are accounted for in the system.	Q3	EPS Rona N. Tacot / PO Alejandro S. Reginaldo
Implementation of IPED at the school level including the integration of IPED competencies in the lesson plan.		Coordinate with the community leaders and parents to validate learners' profile and prevent dropouts and data discrepancies. Strengthen the orientation on the DepEd Policy Framework. Craft of the final version of IPED framework.	Q3	CID / EPS Rona N. Tacot



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Delay in hiring 5 additional Asatidz		Clear guidelines from CO / RO		SEPS Mohani A. Pagutal
Limited learning space. Not all schools have ALIVE classroom, resulting in congested or borrowed classroom that may not be conducive for ALIVE.		Provision of classroom.		CO/RO

Prepared by:  
  
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## **MINUTES OF THE MEETING**

Name of Event: 1<sup>st</sup> Semester Division Program Implementation Review

Date: July 4, 2025

Venue: SDO Tacurong City Conference Hall

### **A. PRELIMINARIES**

### **B. REVIEW AND APPROVAL OF THE PREVIOUS MINUTES OF THE MEETING**

- a. Business arising from the previous matter of the meeting
- b. Reading of the provisional agenda

### **C. PROGRAM UPDATES:**

#### **Accounting**

- Continuous monitoring and processing of financial transactions to support program implementation across all departments.

#### **Medical, Dental, and Nursing Services**

##### Documentation of Medical Supplies

- Accurate tracking and inventory of all medical, dental, and nursing supplies for effective distribution and usage monitoring.

##### One Health Week Celebration

- Successfully conducted activities promoting health awareness among learners and personnel.

##### WASH in Schools (WinS) Program

- Ongoing implementation of hygiene promotion, clean water access, and sanitation facilities improvement.

##### School-Based Feeding Program

- Regular provision of nutritious meals to identified undernourished learners to improve attendance and academic performance.

### **Records Section**

#### Monitoring Tool Implementation



- Deployed and utilized tools for the systematic tracking and auditing of school and office records.

#### Disposal of Records

- Conducted proper disposal of obsolete and non-essential records in compliance with records management policies.

### **ICT (Information and Communications Technology)**

#### DCP (DepEd Computerization Program) Monitoring

- Continued monitoring of deployed ICT packages for functionality and utilization across schools.

#### Internet Connectivity

- Ongoing support and maintenance of internet services in NLES, DMJGMCS, and TES to enhance digital learning and communication.

#### ICT Package / E-Classroom Ratio Monitoring

- Assessment of the proportion of schools achieving the ideal ratio of ICT packages and E-Classroom facilities for School Year 2025–2026.

### **OSDS (Office of the Schools Division Superintendent)**

#### Recruitment, Selection, and Promotion

- Processed and facilitated merit-based hiring and promotion of teaching and non-teaching personnel.

#### Supply Management

- Oversight of procurement, distribution, and inventory of school and office supplies.

#### Training for Newly-Hired Teaching Personnel (NTP)

- Conducted orientation and capability-building programs for new teachers.

#### AO II and PDO I Meetings

- Held regular meetings for Administrative Officers and Planning Officers to ensure alignment and updates on divisional plans and operations.

#### Mid-Year and Year-End Reviews

- Performance assessment and program evaluation activities conducted at the midpoint and end of the year.

#### Sustained Physical Fitness Activities

- Continuous implementation of health and wellness programs for staff, including regular exercise sessions and wellness campaigns.

### **HRDS**

The Human Resource Development Section (HRDS) successfully implemented several key capacity-building initiatives and support mechanisms aimed at enhancing the competencies of teachers and school leaders.

### **SMN**

#### Brigada Eskwela Kick-Off and Partnership Programs

- Successfully conducted the Brigada Eskwela Kick-off Program, highlighting community involvement and multi-sectoral partnerships in school readiness efforts.

#### Brigada Eskwela Appreciation Day

- Organized the Appreciation Day to recognize the invaluable contributions of stakeholders, volunteers, and partners who supported Brigada Eskwela and other SMN-led initiatives.

### **YFD**

#### Division Learners' Convergence

- Successfully conducted the Division Learners' Convergence, promoting youth engagement, leadership development, and value formation through interactive sessions and workshops.

#### Election of Division Federation Officers

- Facilitated the election of the Division Federation Officers for both the Supreme Secondary Learner Government (SSLG) and Supreme Elementary

Learner Government (SELG) for SY 2025–2026, ensuring learner representation and active student leadership.

#### **Program Implementation Review**

- Carried out the Learner Government Program Implementation Review for SY 2024–2025 to assess the accomplishments, challenges, and areas for improvement in student-led governance.

#### **DRRM**

##### **Incident Command System (ICS) Executive Training Course**

- Conducted an Executive Training Course on the Incident Command System for division and school leaders, enhancing their capacity to respond effectively during emergencies and disasters.

##### **Basic ICS Training Course**

- Delivered the Basic Incident Command System (ICS) Training Course for school DRRM coordinators and personnel to strengthen grassroots-level preparedness, coordination, and response capabilities.

#### **ALS**

The PIR report detailed the progress and outcomes of the Alternative Learning System. This includes reporting on the number of learners enrolled for SY 2025-2026 as of July 7, 2025, posted Male – 335 Female – 183 Total - 518, for Grade 11 male – 27 Female – 21 Total – 42 and for Grade 12 male – 14 Female – 11 Total – 25.

Reports highlighted. those who completed the program, those who transitioned to formal school and the passers of A&E Test with a total of 139 has percentage of 51.67%.

#### **IPED**

Highlights on the strengthened implementation of Community Learning (CHLC) to ensure culturally responsive learning opportunities for IP learners with their communities, provision of IP Corners to showcase indigenous knowledge, culture and heritage supporting contextualized learning materials and activities.

Continuous tracking and validation of IP learners' enrolment are aligned with the tagged enrolment in the Learner Information System to ensure accurate data and targeted interventions.

Challenges were encountered in the encoding of the IpEd 2025 Work and Financial Plan, resulting in delays in finalizing program targets both Physical and Financial.

#### MEP

Successfully facilitated the hiring of 5 additional Asatidz to strengthen the delivery of the Arabic Language and Islamic Values Education (ALIVE) program in school.

The total number of Asatidz in the SDO Tacurong is 37. Payment of salary for the 1st and 2<sup>nd</sup> quarters has been disbursed, ensuring that Asatidz are compensated as scheduled.

Funds amounting to 4,625,000.00 were downloaded for the payment of Asatidz salaries for CY 2025. Sustained monitoring is required to validate the attendance performance of Asatidz to avoid delays and ensure accountability.

#### **SNED, NLC, FLO**

The Special Needs Education (SNED) , National Literacy Campaign (NLC) and Flexible Learning Options (FLO) program holders submitted their accomplishment reports, but these were not presented during the conduct of the 1<sup>st</sup> Semester PIR LAST July 4, 2025.

While reports were submitted, the absence of the focal persons during the PIR limited the discussion, validation, and addressing of program – specific concerns and recommendations.



#### **D. AGREEMENTS:**

<b>ISSUE/S</b>	<b>AGREEMENT/S</b>
<p>Accounting:</p> <p>Delayed submission of liquidation reports – Financial accountability and timely disbursement of future funds are affected due to late submissions from concerned offices or personnel.</p>	<p>Observation shall be in memorandum.</p> <p>Conduct orientation or re-orientation meetings on financial policies and timelines.</p> <ul style="list-style-type: none"> <li>• Encourage strict monitoring and accountability measures by concerned units.</li> </ul>
<p>Medical, Dental and Nursing Services:</p> <p>Non-functional dental equipment – Lack of properly working tools affects the delivery of essential dental health services.</p> <p>Schools not abiding by DO13 – Some schools fail to follow the Department Order 13, which impacts compliance and standards.</p> <p>Limited manpower – There is a shortage of personnel assigned to deliver health services, causing delays or unmet needs.</p> <p>No permanent OKD School Coordinators – The absence of designated school health coordinators affects the implementation of health programs.</p>	<p>Connect with GSO for repair</p> <p>Concerns will be coordinated with school heads and other dentists.</p> <p>Issues will be raised during regional meetings to strategize solutions.</p> <p>Emphasis on effective time management to maximize the current workforce.</p> <ul style="list-style-type: none"> <li>• Forge partnerships with stakeholders to address equipment and manpower deficiencies.</li> </ul>
<p>Records Section:</p> <p>Backlogs due to prioritization of other activities – Record-keeping is delayed because staff are focusing on other pressing tasks.</p> <p>Monitoring tool delayed – Monitoring forms or systems are not updated or implemented on time.</p> <p>3. Improper disposal of records – Some personnel discard records without following standard procedures, which may lead to data loss or violations.</p>	<p>The Monitoring Tool schedule will be adjusted to accommodate backlogs and ensure timely implementation.</p> <p>A Workshop or Seminar will be conducted to orient staff on proper record disposal practices and reinforce record management policies.</p>

<p><b>BUDGET</b></p> <p>Outdated activity designs – Some program designs and activity components need to be updated to align with current needs and standards.</p> <p>Delayed implementation of PPAs – Priority Programs and Activities (PPAs) require a catch-up plan to ensure completion within the fiscal year.</p> <p>Unclear assignment for the preparation of the Work and Financial Plan (WFP) for PMIS.</p>	<p>Activity designs shall be updated in coordination with concerned program holders to reflect current priorities and strategies.</p> <p>Catch-up implementation plans for delayed PPAs will be developed and executed to meet targeted outputs before year-end.</p> <p>The responsibility of preparing the WFP for PMIS will be clarified through internal coordination; recommendation to designate the respective program holder or budget officer in charge of PMIS-related activities.</p>
<p><b>ICT:</b></p> <p>Lack of budget – Limited financial resources prevent the implementation or upgrading of ICT systems and infrastructure. Deped Email for COS</p>	<p>Considered beyond the control of the current team. May need escalation to higher authorities or funding bodies for intervention.</p> <p>Wait for approval from the Central Office</p>
<p><b>OSDS:</b></p> <p>Availability of funds for the activity – Some programs cannot proceed due to budget constraints.</p> <p>Non-issuance of memorandum covering the activities for the calendar year – Absence of official communication affects planning and execution.</p> <p>Overlapping of activities – Conflicting schedules create inefficiency and possible burnout among staff.</p> <p>Lack of a standardized Individual Performance Commitment and Review Form (IPCRF) among Administrative Officer II personnel leads to inconsistent</p>	<p>A review or planning session is to be conducted to address fund allocation, improve scheduling, and ensure timely issuance of memoranda.</p> <p>Orientation and calibration session to be conducted for proper understanding and alignment.</p> <p>Coordinate with HR and Division Personnel for finalization and dissemination of the unified template.</p> <p>Strict implementation of Monthly CSM in all units and offices.</p>

<p>performance evaluation and documentation. Inconsistent implementation and documentation of Client Satisfaction Monitoring (CSM), affecting the quality assurance of front-line services.</p>	<p>Assign focal persons per unit to collect and compile data monthly. Submit consolidated reports to the division office for monitoring and policy-making.</p> <ul style="list-style-type: none"> <li>• Encourage feedback-driven service improvement and recognition of best-performing units.</li> </ul>
<p>HRDS:</p> <p>Limited availability of participants due to overlapping schedules with other official duties or commitments.</p> <p>Trainings rescheduled to Q3 following the PRC's accreditation schedule, affecting the planned timeline.</p> <p>Conflict with LGU Oath Taking Ceremonies resulting in adjustments to planned HRD activities.</p> <p>Unavailability of the Revised IPBT Modules, delaying the full implementation of the training sessions.</p>	<p>HRD trainings and activities will proceed as scheduled for implementation in Q3 once conflicts are resolved.</p> <p>Await the release of the revised IPBT Manual and Modules to ensure updated and standardized content is used in trainings.</p>
<p>SMN</p> <p>Pending billing – Delays in document preparation required for processing billing and disbursement.</p> <p>Low number of volunteer hours despite having a high number of registered volunteers.</p> <p>Decrease in generated resources compared to 2024, totaling only ₱1,073,704.57 this period.</p>	<p>Ensure timely submission of required documents for billing and reporting.</p> <p>Conduct orientation or engagement activities to encourage volunteers to increase participation and fulfill service hours.</p> <p>Strengthen resource mobilization strategies through partnership-building, recognition programs, and data-driven proposal writing</p>

	to increase resource generation in the succeeding quarters.
<p>YFD</p> <p>Late downloading of Program Support Funds (PSF) for Youth Formation Program (YFP) Priority Programs and Activities (PPAs), which affects timely implementation and preparation.</p>	<p>The concern was formally raised during the YFD Convergence, with recommendations to escalate the issue to appropriate finance and planning offices for resolution and preventive measures in the succeeding fiscal years.</p>
<p>DRRM</p> <p>No PSF downloaded for Learning and Resource Package (LRP) programs, hindering the continuous implementation of capacity-building initiatives.</p> <p>Presence of newly designated School DRRM Coordinators who require orientation and skills upgrading to effectively fulfill their roles.</p>	<p>Conduct of Orientation on DRRM Modules scheduled for September 2025, targeting all newly designated School DRRM Coordinators to ensure alignment with DRRM frameworks and protocols.</p>
<p>ALS</p> <p>Regular attendance of ALS Learners results to Low participation and Completion the this is due to livelihood, family obligations, or lack of sustained interest.</p> <p>Gaps in mastery of learning competencies in learning strands</p>	<p>Intensify advocacy and social mobilization to increase awareness and enrolment.</p> <p>Strengthen monitoring and evaluation.</p> <p>Provide continuous TA to address emerging learning delivery challenge.</p>
<p>IPED</p> <p>Tracking of IPED learners in the LIS.</p>	<p>Conduct regular validation and monitoring to ensure that all enrolled IP learners are accounted for in the system.</p> <p>Coordinate with the community leaders and parents to validate</p>



<p>There is an issue on implementation of IPED at the school level including the integration of IpEd competencies in the lesson plan.</p>	<p>learner profiles and prevent dropouts or data discrepancies.</p> <p>Strengthen the orientation on the DepEd Policy Framework.</p> <p>Craft of the final Version of IPED Framework.</p>
<p>MEP</p> <p>Delay in hiring 5 additional Asatidz.</p> <p>Limited Learning space. Not all schools have ALIVE classroom, resulting in congested or borrowed spaces that may not be conducive for ALIVE</p>	<p>Clear guidelines from CO/RO in hiring Asatidz to prevent future delays.</p> <p>Provision of classroom</p>
<p>SNED, NLC &amp; FLO</p> <p>No representative to present their PIR Accomplishment Report</p>	<p>Advised to designate an alternate representative to present the PIR Report.</p>