



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

January 7, 2026

DIVISION MEMORANDUM

SGOD No. 005 s. 2026

**CONDUCT OF 2nd SEMESTER 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 2nd Semester Division and School Program Review will be conducted on January 13, 2026 (School PIR – School Level) and January 19, 2026 (Division PIR) at the SDO Conference Hall, City of Tacurong which shall start at 8:00 am.
2. The theme of the 2nd Semester Program Implementation Review shall focus on reviewing the performance targets versus accomplishment on **Access, Equity, Quality, Resiliency and Well-being and Enabling Mechanism – Governance**. It shall aim to achieve the following objectives:
 - 2.1 Discuss the Q1, Q2, Q3 and Q4 status of the implementation of programs, projects and major activities 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, Equity, Quality, 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.



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

5.1. The Presenters shall prepare a 20-minute PowerPoint presentation aligned with the contents of the slide decks prescribed by the region.

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 1st, 2nd, 3rd and 4th Quarters; b.) School/Division Performance Indicators aligned to Intermediate Outcomes and Enabling Mechanisms focused 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**.



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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 **through this link** <https://tinyurl.com/PIR2025-4thQUARTER> 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

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 2nd Semester Division and School Program Implementation Review /Jan. 6, 2026



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Enclosure No. 1 to Division Memorandum SGOD No. 5, 2024

Indicative Schedule of Activities

**CONDUCT OF 2nd Semester DIVISION PROGRAM IMPLEMENTATION REVIEW
(PIR)**
January 20, 2026
SDO Conference Room, Tacurong City

TIME	ACTIVITY SESSION	PERSON RESPONSIBLE
01-20-26		
8:00 AM	REGISTRATION	
8:30 AM	Preliminaries: <ul style="list-style-type: none">• National Anthem / Regional Hymn/ Sultan Kudarat March/ Tacurong City Hymn• Invocation• Opening Remark• Presentation Participants• Statement of Purpose• Message	c/o SGOD AVR AVR GILBERT B. BARRERA, CESE Schools Div. Superintendent ZENAIDA B. PORRAS Administrative Officer V MAYFLOR D. ROMUALDO Chief E.S – SGOD GILDO G. MOSQUEDA, CEO VI Schools Division Superintendent



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9:00 AM – 12:00 PM	<p>PROGRAM IMPLEMENTATION REVIEW (PIR) PROPER</p> <p>ORDER OF PRESENTATION:</p> <p>OSDS – Unit / Section Heads SHNS DRRM YFD HRDS CID – Program Holders ALS ARAL FLO IPEd SNED TEACEP MEP</p>	<p>SDS – Presider/ Lead Discussant Lead</p> <p>ASDS – Lead Discussant</p> <p>Chief CID/SGOD - Discussant</p> <p>Education Prog. Supervisors – Interpellators / Discussants</p> <p>SEPSs – Documenter/ Process Observer</p> <p>EPSSs II – Documenter/ Process Observer</p> <p>Program Holders/ Focal - Presenter</p> <p>Unit Heads - Presenter</p> <p> Documenter/Process Observer: Juniaflor R. Sucaldito Janice P. Suboc</p> <p> Synthesizer: Ma. Dinne Joy Dela Fuente Mohani A. Paguita</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	





2nd Semester Program Implementation Review

Date:

Venue:



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Doc. Ref. Code	RO12-ASD-F422	Rev.	01
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A. Program, Projects and Major Activity Implementation Review



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Committed Outputs and Actual Accomplishment (based on WFP/AIP)

Program/Project title: 1

Output	Output Indicator	Physical			Financial Target	Financial Accomplishment			Schedule of Delivery
		Target	Accomplishment	% Accomplishment		Obligated	Disbursed	Unutilized	
Postage and Courier Services	Total number of documented information delivered	Q1 = 3	Q1 = 3	Q1 = 100%	Q1 =	Q1 = ₱...	Q1 = ₱...	Q1 = ₱...	
		Q2=2	Q2=2	Q2=100%	Q2=	Q2= ₱...	Q2= ₱...	Q2= ₱...	
		Q3=3	Q3=3	Q3=100%	Q3=	Q3= ₱...	Q3= ₱...	Q3= ₱...	
		Q4=4	Q4=2	Q4=50%	Q4=	Q4= ₱...	Q4= ₱...	Q4= ₱...	
		Total = 10	Total = 8	Percentage = 80%	Total	Total= ₱...	Total= ₱...	Total= ₱...	

Committed Outputs and Actual Accomplishment (based on WFP/AIP)

Program/Project title: 2

Output	Output Indicator	Physical			Financial Target	Financial Accomplishment			Schedule of Delivery
		Target	Accomplishment	% Accomplishment		Obligated	Disbursed	Unutilized	
		Q1 =3	Q1 =3	Q1 =100%	Q1 =	Q1 = ₱...	Q1 = ₱...	Q1 = ₱...	
		Q2=2	Q2=2	Q2=100%	Q2=	Q2= ₱...	Q2= ₱...	Q2= ₱...	
		Q3=3	Q3=3	Q3=100%	Q3=	Q3= ₱...	Q3= ₱...	Q3= ₱...	
		Q4=4	Q4=2	Q4=50%	Q4=	Q4= ₱...	Q4= ₱...	Q4= ₱...	
		Total = 10	Total = 8	Percentage = 80%	Total	Total= ₱...	Total= ₱...	Total= ₱...	

Committed Outputs and Actual Accomplishment (based on WFP/AIP)

Program/Project title: 3

Output	Output Indicator	Physical			Financial Target	Financial Accomplishment			Schedule of Delivery
		Target	Accomplishment	% Accomplishment		Obligated	Disbursed	Unutilized	
	Q1 =3	Q1 =3		Q1 =100%	Q1 =	Q1 = ₱...	Q1 = ₱...	Q1 = ₱...	
	Q2=2	Q2=2		Q2=100%	Q2=	Q2= ₱...	Q2= ₱...	Q2= ₱...	
	Q3=3	Q3=3		Q3=100%	Q3=	Q3= ₱...	Q3= ₱...	Q3= ₱...	
	Q4=4	Q4=2		Q4=50%	Q4=	Q4= ₱...	Q4= ₱...	Q4= ₱...	
	Total = 10	Total = 8		Percentage = 80%	Total	Total= ₱...	Total= ₱...	Total= ₱...	

Committed Outputs and Actual Accomplishment (based on WFP/AIP)

Overall interpretation:

Program	Indicator	Physical			Financial Target	Financial Accomplishment			Schedule of Delivery
		Target	Accomplishment	% Accomplishment		Obligated	Disbursed	Unutilized	
	Total 1	10	8	80%	Total =	Total = ₱...	QTotal= ₱...	Total = ₱...	
	Total 2								
	Total 3								
	Total 4								
	Total 5								
	Total 6								
Overall Total		Total =	Total =	Percentage = %	Total	Total= ₱...	Total= ₱...	Total= ₱...	

List of On-going Deliverables

Output	Physical Target	Estimated Time of Completion	Remarks

Note: Data entries shall be culled out from the WFP encoded in the PMIS and/ or AIP of the School

List of As Scheduled Deliverables

Output	Physical Target	Estimated Time of Completion	Remarks

Note: Data entries shall be culled out from the WFP encoded in the PMIS and/or AIP of the School

List of Re-scheduled Deliverables

Output	Physical Target	Estimated Time of Completion	Remarks

Note: Data entries shall be culled out from the WFP encoded in the PMIS and/or AIP of the School

List of Additional Deliverables

Output	Physical Target	Estimated Time of Completion	Remarks

Note: Data entries shall be culled out from the WFP encoded in the PMIS and/or AIP of the School

List of Terminated Deliverables

Output	Physical Target	Reasons

Note: Data entries shall be culled out from the WFP encoded in the PMIS and/or AIP of the School

Good Practices

Issues and Concerns

Expected Output	Reasons for Delay			Action Taken or to be taken
	Operational Issue	Policy Issue	Issues that are needing management decisions and recommendations	

Explanations for Over/Under Achievement

Reason for Under/Over Achievement (Physical)

Reason for Low Financial Obligation

Reason for Low Financial Disbursement

CATCH-UP PLAN

Output Indicators (with Backlog)	Physical Target (Backlog)	Reasons for Delay	Action Plan	Person-in-Charge	Target date of Completion