



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

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25 June 2026

**DIVISION MEMORANDUM**

SGOD - 2026 090

**CONDUCT OF 1<sup>st</sup> SEMESTER DIVISION AND SCHOOL PROGRAM  
IMPLEMENTATION REVIEW (PIR) AND CONDUCT OF MID-YEAR  
PERFORMANCE REVIEW OF SCHOOLS DIVISION OFFICE PERSONNEL**

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 1<sup>st</sup> Semester Division and School Program Review will be conducted on July 3, 2026 (School PIR – School Level) and July 8, 2026 (Division PIR) at the SDO Conference Hall, City of Tacurong which shall start at 8:00 am.

2. The theme of the 1st Semester 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 Q1 and Q2, 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, 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. As agreed during the 2<sup>nd</sup> Semester Program Implementation Review, all Education Program Supervisors (EPSs) shall present their respective program accomplishment during the 1<sup>st</sup> Semester Program Implementation Review, regardless of the availability of budget allocation. The prescribed presentation template shall be used by all EPSs

4. 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)/Presenters
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

5. 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 1<sup>st</sup> and 2<sup>nd</sup> 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



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the same contents and present the information for discussion and agreement of actions to be taken.

- c.) **After each presentation a 30-minute interpellation, discussion and synthesis** with the interpellators and discussants shall follow through to comment the 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.** The synthesizer shall then present the gist of the report
- 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/SDOTCPIR-1STSEM> at least **three (3) days prior** to Division PIR schedule.
6. Enclosed are the following for reference and guidance of all concerned:  
6.1 Indicative Schedule of Activities  
6.2 PowerPoint Presentation Template
7. In the afternoon, the Mid-Year Performance Review and evaluation shall be conducted. In line with this, all functional division shall carry out their respective performance review on July 6, 2026 to assess the performance of each unit or section. In furtherance, the functional division chiefs shall likewise consolidate the result of assessment and prepare the said self-rated mid-year performance to be presented in the afternoon of July 8, 2026.
8. Expenses to be incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
9. For immediate dissemination and compliance.

**CARLOS G. SUSARNO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools division Superintendent

MAP/DM/SGOD – Conduct of 1st Semester Division and School Program Implementation Review /June 25, 2026



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Enclosure No. 1 to Division Memorandum SGOD No. 998. 2026

**Indicative Schedule of Activities**

**CONDUCT OF 1<sup>st</sup> SEMESTER DIVISION AND SCHOOL PROGRAM  
IMPLEMENTATION REVIEW (PIR) AND CONDUCT OF MID-YEAR  
PERFORMANCE REVIEW OF SCHOOLS DIVISION OFFICE PERSONNEL**

**July 8, 2026**

**SDO Conference Room, Tacurong City**

<b>TIME</b>	<b>ACTIVITY /SESSION</b>	<b>PERSON RESPONSIBLE</b>
07-07-26		
8:00 AM	REGISTRATION	
8:30 AM	Preliminaries: <ul style="list-style-type: none"><li>• National Anthem / Regional Hymn/ Sultan Kudarat March/ Tacurong City Hymn</li><li>• Invocation</li><li>• Opening Remarks</li><li>• Presentation Participants</li><li>• Statement of Purpose</li><li>• Message</li></ul>	<p><b>c/o SGOD</b></p> <p><b>AVR</b></p> <p><b>AVR</b></p> <p><b>GILBERT B. BARRERA, CESE</b> Schools Div. Superintendent</p> <p><b>ZENAIDA B. PORRAS</b> Administrative Officer V</p> <p><b>MAYFLOR D. ROMUALDO</b> Chief ES – SGOD</p> <p><b>CARLOS G. SUSARNO, CESO VI</b> Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent</p>



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9:00 AM – 12:00 PM	<p style="text-align: center;"><b>PROGRAM IMPLEMENTATION REVIEW (PIR) PROPER</b></p> <p style="text-align: center;"><b>ORDER OF PRESENTATION:</b></p> <p>CID – All subject Areas Supervisors /Program Holders          OSDS – Unit / Section Heads          SHNS          DRRM          YFD          HRDS          BPLP          ALS          ARAL          FLO          IPEd          SNED          TEACEP          MEP</p> <p><b>SYNTHESIZERS:</b></p> <p><b>Documenter/Process Observer</b></p>	<p><b>SDS – Presider/ Lead Discussant Lead</b>  <b>ASDS – Lead Discussant</b>  <b>Chief CID/SGOD - Discussant</b>  <b>Education Prog. Supervisors – Interpellators / Discussants</b>  <b>SEPSs – Documenter/ Process Observer</b>  <b>EPSs II – Documenter/ Process Observer</b>  <b>Education Program Supervisors – Presenter</b>  <b>Program Holders/ Focal - Presenter</b>  <b>Unit Heads - Presenter</b></p> <p style="text-align: right;">         Ma. Dinne Joy Dela Fuente – (SGOD)          Mohani A. Paguita – (OSDS)          Janice P. Suboc – (CID)          Junaflor R. Sucaldito       </p>
11:30-12:00NN	<b>Agreements / Next Steps</b>	
12:01 -1:00PM	<b>LUNCH BREAK</b>	
1:00PM-4:30PM	<b>Mid-Year Performance Review and Evaluation</b> <ul style="list-style-type: none"> <li>• CID</li> <li>• SGOD</li> <li>• OSDS</li> </ul>	
4:30PM-4:45 PM	<b>CLOSING PROGRAM</b>	



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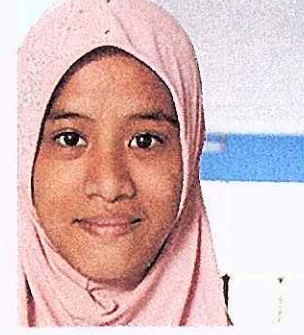


# 1<sup>st</sup> Semester Program Implementation Review

Theme: Access, Resiliency & Well-being, and Enabling Mechanism - Governance

Date: July 7, 2026

Venue: SDO Conference Hall, Tacurong City



# A. Program, Projects and Major Activity Implementation Review



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

Program/Project title:	Expected Output:	Output Indicator:	Target
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Output	Output Indicator	Physical						Financial Target		Financial Accomplishment			Schedule of Delivery
		Target		Actual Accomplishment				Annual	Q2	Obligated	Disbursed	Unutilized	
		Annual	Q1+Q2	Q1+Q2	% Annual (Q1+Q2) / 10	Total Q1 & Q2 Accomplishment	% Q1 & Q2 Accomplishment / Q1&Q2 Target	Annual	Q1&Q2				
<b>GASS</b>													
Travelling Expense	Number of travels	3	1	1	100%	1	100%	600,000.00	250,000.00	257,834.00			
Training Expense	Number of training expense paid	6	2	2	100%	2	100%	510,000.00	88,000.00	161,200.00			

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

## List of Completed Deliverables \_\_\_\_ Quarter Outputs

Output	Output Indicator	Physical				Remarks
		Annual Target	Quarter Target	Quarter Accomplishment	% (QA/QT*100)	

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

## List of On-going Deliverables Quarter Outputs

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 \_\_\_\_ Quarter Outputs

Output	Physical Target	Estimated Time of Completion	Remarks

## List of Re-scheduled Deliverables \_\_\_\_\_ Quarter Outputs

Output	Physical Target	Estimated Time of Completion	Remarks

## List of Additional Deliverables \_\_\_\_\_ Quarter Outputs

Output	Physical Target	Estimated Time of Completion	Remarks

## 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

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

CATCH-UP PLAN

Thank  
you

