



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 08 2022

MEMORANDUM

No. 075, s. 2022

**DIVISION-WIDE CONDUCT OF VIRTUAL FIRST QUARTER PROGRAM
IMPLEMENTATION REVIEW (PIR)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. The Division Office and Schools are consistently implementing PIR in the previous years as our way of tracking the status and progress of all programs and projects implemented. The conduct of PIR allows the project owners to share not only their practices and challenges, but also to have a sense of ownership and pride for their work. To sustain this good practice, this Division specifies this year's conduct of the above-captioned activity, any day between April 20 – 30, 2022 as follows:

PIR Schedule/Date	Governance Level to Conduct PIR	TWG & Secretariat
April 22, 2022	Schools Division Office	TWG: Division Monitoring, Evaluation and Plan Adjustment (DMEPA) Secretariat: M&E Section
April 20-30, 2022	All Public Schools (Choose only one date)	TWG: School Monitoring, Evaluation and Plan Adjustment (SMEPA) Secretariat: SBM Coordinator

2. Please be reminded on the following:

- Before the conduct of the PIR, all assigned presenters (Project Focal Persons) shall fill-out the attached **Form 1: PPA Progress Monitoring Sheet** and submit a copy of the report to the Program Secretariat. The same content will be the one presented to the panel during the PIR activity in MS Word, MS PowerPoint, or Video Presentation formats.
- There shall be assigned personnel to do the transcription of the minutes using the attached **Form 3: Transcribers Log Sheet**, in which copies of the said transcription shall be given to the concerned presenters.



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805-9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



6467037

- For projects that are completely implemented, the attached **Project Completion Report Form** shall be accomplished by the project owner, Copies of the said report shall be submitted to the following concerned:

Project Completion Report	Submitted to:
1. SDO Project Owners	• M&E Section (1 copy) • Planning & Research Section (1 copy) • HRD Section (1 copy)
2. School Project Owners	• School Head (1 copy) • SBM Coordinator (1 copy)

- The member of the panel of reactors shall be limited to a maximum of three. In the case of the schools, the assigned Public Schools District Supervisor (PSDS) shall part as a member of the panel.
3. Schools shall submit the request for PIR schedule to *Dr. Zoren Pepito L. Gubalane, Senior Education Program Specialist, School Management, Monitoring, & Evaluation Section of the School Governance and Operations Division*, for proper coordination with the concerned offices.
4. For information and strict compliance.


CARLEEN S. SEDILLA CESO V
 Schools Division Superintendent

Enclosure: None
 References: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

REVIEW
 PROGRAMS
 PROJECTS

PIR Form 1

(This report shall be prepared by the program owner and be presented to the D/ SMEPA panel during PIR)

Division: _____ **School/Section/Unit:** _____ **Name of Implementer:** _____ **Position:** _____

[illegible]

Prepared by:

Checked and reviewed:

Noted:

Date: _____

Noted:



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

PROJECT/ACTIVITY COMPLETION REPORT

Division/School	
PPA Title	
Project Code in PMIS	
Date Accomplished	
INTRODUCTION (Give a brief description of the program/project or activity (3 – 5 sentences only))	
I. OBJECTIVES	
a. What are the targeted objectives?	
b. Were they met? What evidence/s account for the claim that they were met?	
c. If not, what went wrong in the conduct of the activity?	
d. Did you use feedback monitoring tool to get the consensus of the participants? If so, please attach the summary/consolidated report	
II. DATE	
a. Original Date	
b. Actual Date	
III. TARGET CLIENT	
a. Who were the target participants/clients?	
b. What was the basis for choosing them?	
c. Were all of the proposed participants/schools able to participate?	
d. What were the probable reasons given for non-participation?	
e. What measures were taken to ensure the participants would participate?	
IV. Budget	
a. How much was the original budget?	
b. Was there a difference between the target and actual budget? Where lies the difference?	



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdcmuntinlupa@gmail.com



c. Could the difference have been avoided? How? If not, how did you address the variance?	
V. Ways Forward	
a. What are your next steps?	1.
b. Are there possible areas for improvement that you can consider for your next activity?	
c. Did you consider the above concerns in your action plan for the next phase?	
d. How do you plan to measure the impact of this PPAs in the future? Or do you think it is not necessary? Why?	

Prepared by:

Checked and reviewed:

Noted: