



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 19 2022

**MEMORANDUM**

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

**UTILIZATION OF THE PROGRAM OF WORK WITH ACCOMPLISHMENT  
REPORT (POWAR) FORM**

1. The above-specified Division initiated form is designed to help all Project Owners to organize, monitor, and evaluate the progress of all programs and projects implemented. Project Owner refers to designated personnel who has an approved program/project for implementation in a particular period.
2. Project owners, as potential users of this form, shall optimize its use as follows:
  - Organize all the programs, projects, and activities (PPAs), and indicate quantifiable targets respectively,
  - Regularly track the progress of all PPAs at least every quarter so that necessary adjustment can immediately be employed,
  - Comparatively evaluate the overall performance of the PPAs in terms of TARGETS versus ACTUAL ACCOMPLISHMENTS,
  - Utilize its database when preparing presentation report for the program implementation review (PIR), among others.
3. As the Division successfully implemented the 2021 PIR cycle, project owners are further instructed to conduct an overall evaluation of PPAs implemented in 2021 using POWAR prior to the crafting of the 2022 POWAR. Signed copy of the POWAR from schools shall be submitted to their assigned Public Schools District Supervisor. Project owners from CID, SGOD, and ADMIN must submit copy to the M&E Section on or before February 11, 2022.
4. Attached is the template for the said form, for reference.

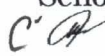


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5. For your information, dissemination, and strict compliance.

  
**DOMINICO C. IDANAN CESO V**  
Schools Division Superintendent  


Enclosure: As stated

References: none

To be indicated in the Perpetual Index  
under the following subjects:

TOOLS  
MONITORING  
EVALUATION

ZPLG / OM / Utilization of the Program of Work with Accomplishment Report (POWAR) Form

011 / January 12, 2022

**Schools Division Office  
MUNTINLUPA CITY**

**2021 PROGRAM OF WORK with ACCOMPLISHMENT REPORT**

[ ] 1<sup>st</sup> Quarter    [ ] 2<sup>nd</sup> Quarter    [ ] 3<sup>rd</sup> Quarter    [ ] 4<sup>th</sup> Quarter    [X] Overall Annual

| Division:                                                                                                    | School/Section/Unit:                                                       | Name of Implementer: | Position:                                                                     |                                       |                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| PPAs<br>(Based on KRA)                                                                                       | TARGETS                                                                    |                      | ACCOMPLISHMENTS                                                               |                                       | REMARKS                                                                                                                                         |
|                                                                                                              | Targets<br>PHYSICAL                                                        | Targets<br>FINANCIAL | Actual<br>accomplishment<br>PHYSICAL                                          | Actual<br>Accomplishment<br>FINANCIAL |                                                                                                                                                 |
| <b>I. SCHOOL-BASED MANAGEMENT.</b><br><i>Sustaining &amp; institutionalizing SBM<br/>Level of Practice</i>   |                                                                            |                      |                                                                               |                                       | 5 level-3 schools<br>23 level-2 schools<br>0 level-1 schools                                                                                    |
| a. Level of practice validation                                                                              | No. of schools=28<br>No. of coordinators=28                                | P                    | No. of schools=28<br>No. of coordinators=28                                   | P                                     | Designed a self-assessment tool in the<br>time of COVID Pandemic.                                                                               |
| b. Recognition and certification                                                                             | No. of recognition Activities=1<br>Level 3 schools=5<br>Level 2 schools=23 | P                    | No. of recognition<br>activities=1<br>Level 3 schools=5<br>Level 2 schools=23 | P                                     | All were done virtually                                                                                                                         |
| <b>II. NATIONAL &amp; DIVISION<br/>ASSESSMENTS.</b> Organization,<br>implementation, and processing of data. |                                                                            |                      |                                                                               |                                       | Attended meetings with BEA but no test<br>administration due to COVID-19<br>pandemic. Walk-in testing were<br>occasionally accommodated by BEA. |
| a. Organization and<br>implementation of national<br>examinations                                            | No. of national exams=1                                                    |                      | No. of national exams=1                                                       |                                       | CB-EPT for Teacher Applicants                                                                                                                   |
| b. Data processing of Division<br>assessment results                                                         | No. of division exams=4                                                    | P                    | No. of division exams=4                                                       | P                                     | Division Quarterly Examinations                                                                                                                 |
| c. Administration of CB-English<br>Proficiency Test for Teacher<br>Applicants                                | No. of CB-EPT=1<br>No. of applicants=200                                   | P18,750.00           | No. of CB-EPT=1<br>No. of applicants=200                                      | P18,750.00                            | CB-EPT for Teacher Applicants                                                                                                                   |
| <b>III. MONITORING, EVALUATION, and<br/>PROVISION OF TECHNICAL<br/>ASSISTANCE ACTIVITIES</b>                 |                                                                            |                      |                                                                               |                                       |                                                                                                                                                 |
| a. Program Management<br>Information System (PMIS)                                                           | No. of ME activities=4<br>No. of reports=4                                 | P                    | No. of ME activities=4<br>No. of reports=4                                    | P                                     | In collaboration with Planning and<br>Budget Units                                                                                              |
| b. School Report Card                                                                                        | No. of SRC activities=2                                                    | P                    | No. of SRC activities=2                                                       | P                                     | In coordination with CID PSDSs                                                                                                                  |
| c. SBM Functionality                                                                                         | No. of schools=28                                                          | P                    | No. of schools=28                                                             | P                                     | Designed an SBM Self-Assessment Tool<br>in the Time of Pandemic.                                                                                |

|                                                                          |                                                   |                                                            |                                                   |            |                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------|---------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| d. CI Programs                                                           | No. of CI programs=84                             | P                                                          | No. of CI programs=102                            | P          | In coordination with PSDS, EPS, and SHS and Coordinators                                                                                                                                                                                                                                                                                                                                  |
| e. Best/ SMART Practices                                                 | No. of best/ SMART practices compiled=200         | P                                                          | No. of best/ SMART practices compiled=192         | P          | Designed a Division SMART Practices Manual                                                                                                                                                                                                                                                                                                                                                |
| <b>IV. TRAININGS, ORIENTATIONS, AND MEETINGS</b>                         |                                                   |                                                            |                                                   |            |                                                                                                                                                                                                                                                                                                                                                                                           |
| a. Trainings with counterpart school coordinators                        | No. of trainings=3<br>No. of participants=63      | P4,900.00<br>2,900.00<br>13,600.00<br>1,700.00<br>8,500.00 | No. of trainings=3<br>No. of participants=72      | P18,000.00 | Orientation on the identification and documentation of Best Practices cum Launching of the Division SMART Practices.<br><br>Orientation on Managing school CI Programs<br><br>Quarterly Program Implementation Review (PIR)<br><br>Orientation and updating on matters related to SBM, CI, and School Testing<br><br>Reorientation on identification and documentation of SMART Practices |
| b. Meetings with counterpart school coordinators                         | No. of meetings=6<br>No. of participants=63       | P                                                          | No. of meetings=6<br>No. of participants=70       | P          | Provide updates, getting feedbacks, and ways forward.                                                                                                                                                                                                                                                                                                                                     |
| <b>IV. REPORT. Preparing and communicating reports to all concerned.</b> |                                                   |                                                            |                                                   |            |                                                                                                                                                                                                                                                                                                                                                                                           |
| a. Project Completion Report                                             | No. of PRC=6                                      | P                                                          | No. of PRC=6                                      | P          | Project Completion Report                                                                                                                                                                                                                                                                                                                                                                 |
| b. Activity Report                                                       | No. of AR=1                                       | P                                                          | No. of AR=2                                       | P          | Write-ups for SBM practices<br>Write-ups for SMART practices                                                                                                                                                                                                                                                                                                                              |
| c. PMIS Report                                                           | No. of reports=4                                  | P                                                          | No. of reports=4                                  | P          | Reported and communicated to all project owners every quarter.                                                                                                                                                                                                                                                                                                                            |
| d. Other reports requested by DO and RO                                  | No. of reports=2                                  | P                                                          | No. of reports=2                                  | P          | SBM status report (7 minute video with Mrs. Olarte)<br>CIP report                                                                                                                                                                                                                                                                                                                         |
| <b>V. OTHER PPAs THAT MAY BE DESIGNATED</b>                              |                                                   |                                                            |                                                   |            |                                                                                                                                                                                                                                                                                                                                                                                           |
| a. Compendium of Division SMART Practices                                | No. of compendiums=1<br>No. of copies printed=150 | P97,500.00                                                 | No. of compendiums=1<br>No. of copies printed=150 | P97,500.00 | Soft-bound compendium                                                                                                                                                                                                                                                                                                                                                                     |

Prepared by:

**ZOREN PEPITO L. GUBALANE DPA**  
Senior Education Program Specialist

Checked and reviewed:

**MA. REGAELE A. OLARTE**  
Education Program Supervisor

Noted:

**NERISSA ROXAS-LOMEDA PhD**  
OIC Assistant Schools Division Superintendent  
Chief Education Supervisor

## 2021 PROGRAM OF WORK with ACCOMPLISHMENT REPORT

**Division:** \_\_\_\_\_ **School/Section/Unit:** \_\_\_\_\_ **Name of Implementer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

[illegible]

Noted:

Chief Education Supervisor / Administrative Officer V