



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.



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

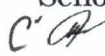


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5. For your information, dissemination, and strict compliance.


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
_____/ January 12, 2022