



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

Office of the Schools Division
Superintendent

JUN 23 2022

MEMORANDUM

No. 131, s. 2022

**DIVISION-WIDE CONDUCT OF SECOND 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 provides project owners to share not only their practices and challenges but also a sense of ownership and pride. To sustain this good practice, this Division specifies this year's conduct of the above-captioned activity any day between July 20-30, 2022, as follows:

PIR Schedule/Date	Governance Level to Conduct PIR	TWG & Secretariat
July 29, 2022	Schools Division Office	PMT: <i>Division Monitoring, Evaluation and Plan Adjustment (DMEPA) Committee</i> Secretariat: <i>M&E Section</i>
July 20-30, 2022	All Public Schools (Choose only one date)	PMT: <i>School Monitoring, Evaluation, and Plan Adjustment (SMEPA) Committee</i> Secretariat: <i>SBM Coordinator</i>

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, 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 transcriptions 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

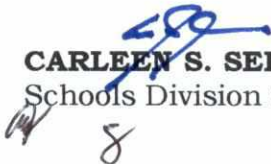


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- For projects that are completely implemented, the attached **Project Completion Report Form** shall be accomplished by the project owner. Copies of the said report shall be submitted to the following concerned:

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)

- Schools are encouraged to invite some stakeholder-representatives to also serve as audience in the activity or be assigned as one of the reactors.
 - The members of the panel of reactors shall be limited to a maximum of three. In the case of the schools, the assigned PSDS shall form part as a member of the panel.
3. Schools shall submit their PIR schedules to *Dr. Zoren Pepito L. Gubalane, Senior Education Program Specialist, Monitoring and Evaluation Section of the School Governance and Operations Division*, for proper coordination with the concerned.
 4. For information and strict compliance.


CARLEEN S. SEDILLA CESO V
 Schools Division Superintendent

Enclosure: As stated

References: none

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

REVIEW
 PROGRAMS
 PROJECTS

2022 PROGRAM OF WORK with ACCOMPLISHMENT REPORT

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

[illegible]

Noted:

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]

Noted:

Date: _____

[illegible]

Noted: