



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

Office of the Schools Division
Superintendent

MAR 29 2023

MEMORANDUM

No. 072, s. 2023

**DIVISION-WIDE CONDUCT OF THE 2023 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 a way of tracking the status and progress of all programs and projects implemented. The conduct of PIR provides project owners the platform 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 April 10-21, 2023, as follows:

PIR Schedule/Date	Governance Level to Conduct PIR	TWG & Secretariat
April 14, 2023	Schools Division Office	PMT: <i>Division Monitoring, Evaluation, and Plan Adjustment (DMEPA) Committee</i> Secretariat: <i>M&E Section</i>
April 10-21, 2023	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 of 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** signed by the immediate supervisor, and submit a copy of the report to the PIR Secretariat. The same content will be presented to the panel during the PIR activity, whether 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 provided to the concerned.



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- For projects that are completely implemented, the attached **Project Completion Report Form** shall be properly accomplished by the project manager and shall be submitted to the following concerned:

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

- Schools are encouraged to invite some stakeholders to act as the audience in the activity or be assigned as reactors.
 - The members of the panel of reactors shall be at least three. In the case of the schools, the assigned PSDS shall form part of the panel. The types of queries coming from the panel must include, but are not be limited, to the physical and financial status of the program, notable results, outcomes, success stories, or impact of the program.
3. School shall submit its PIR schedule 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

ZPLG / DM / Division-wide Conduct of the 2023 1st Quarter Program Implementation Review (PIR)
072 / March 27, 2023