



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

Office of the Schools Division
Superintendent

JUL 04 2023

MEMORANDUM

No. 158, s. 2023

**DIVISION-WIDE CONDUCT OF THE 2023 SECOND QUARTER
PROGRAM IMPLEMENTATION REVIEW (PIR)**

To: OIC-Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
All 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 managers 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 quarter's conduct of the above-captioned activity any day between July 24-31, 2023, as follows:

a. PIR Schedule with Suggested Composition of Panel/Reactor

Governance Level	Schedule	Panel/Reactors Composition
SCHOOLS DIVISION OFFICE	July 25, 2023	1 SDS/ASDS 1 Chief Education Supervisor 1 PSDS/EPS/SEPS/Units Head
SCHOOLS	July 24-31, 2023	1 School Head/MT/HT 1 PSDS Assigned 1 EPS/SEPS/Unit Head

b. Assignments of EPS/SEPS/Unit Head along with the Assigned PSDS

School	EPS/SEPS/Unit Head along with the Assigned PSDS
Alabang ES	Dr. Zoren Pepito L. Gubalane
Bagong Silang ES	Ms. Mey L. Borjal
Bayanan ES-Main	Dr. Gina U. Urquia
Bayanan ES-Unit 1	Ms. Rochelle A. Jimenez
Buli ES	Ms. Ma. Regale A. Olarte
Cupang ES Annex	Dr. Ma. Carmen D. Solayao
Cupang ES Main	Dr. Liliosa B. Palce
Cupang SHS	Dr. John Albert B. Colle
F De Mesa ES	Ms. Ivy M. Romano

NUM-2023-158



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Filinvest Alabang ES	Dr. Marissa M. Andaza
Itaas ES	Mr. Edison C. Enerla
Lakeview Integrated School	Ms. Mariel Eugene L. Luna
Muntinlupa Business HS Main	Dr. Armida S. Oblinada
Muntinlupa Business HS Sucat	Ms. Phoebe R. Arroyo
Muntinlupa ES	Dr. Ma. Carmen D. Solayao
Muntinlupa National HS	Dr. John Albert B. Colle
Muntinlupa Science HS	Dr. Marissa M. Andaza
Pedro E Diaz HS	Mr. Edison C. Enerlas
Poblacion ES	Ms. Mey L. Borjal
Poblacion National HS	Ms. Mariel Eugene L. Luna
Putatan ES	Dr. Zoren Pepito L. Gubalane
Soldiers Hills ES	Dr. Gina U. Urquia
Sucacat ES Main	Ms. Rochelle A. Jimenez
Sucacat ES Zone 3 & 4	Dr. Lilia B. Palce
Tunasan ES	Ms. Ivy M. Romano
Tunasan National HS	Ms. Ma. Regale A. Olarte
Victoria Homes ES	Ms. Phoebe R. Arroyo

2. Please be reminded of the following:
- All assigned PIR presenters (Project Managers) shall fill-out the attached **Form-1: PPA Progress Monitoring Sheet** signed by the immediate head, and submit a copy of the report to the PIR Secretariat. The same content will be presented to the panel during PIR, whether in MS Word, PowerPoint, or Video formats as follows:
 - Program/Project Title
 - Program/Project Objectives
 - Physical Targets, Status, CIGPs, and Adjustments
 - Financial Targets, Status, CIGPs, and Adjustments
 - Outcome and Impact (To the beneficiaries/school/ community/ society)

Note: For the interest of time, each presentation must not exceed 20 minutes.
 - For all fully implemented projects, the attached **Project Completion Report Form** shall be properly accomplished and submitted to the PIR Secretariat for proper dissemination as follows:
 - Division PIR Secretariat: School Management Monitoring and Evaluation Section (SMME)
 - School PIR Secretariat: School SBM Coordinator
 - There shall be assigned personnel to the transcription of the minutes using the attached **Form 3: Transcriber's Log Sheet**, in which copies of the said transcriptions shall be provided to the concerned.
 - Schools shall invite representatives from the School Governing Council (SGC) as audience or be assigned as one of the reactors.

- The members of the panel of reactors shall be at least three. The type of questions coming from the panel must include, but are not limited to:
 - a. Physical and financial status of the project
 - b. Notable outcomes and success stories or impact of the project
 - c. Alignment to MATATAG Agenda and/or Modified SMART School with a HEART program indicators.
- 3. Schools shall submit PIR schedules to the Division PIR Secretariat through Dr. Zoren Pepito L. Gubalane, SEPS-School Management, Monitoring and Evaluation Section, for proper coordination with the concerned.
- 4. For information and strict compliance.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Enclosure: As stated
References: DepEd Order 29, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

PROGRAM

MONITORING

REVIEW

ZPLG / DM / DIVISION-WIDE CONDUCT OF THE 2023 SECOND QUARTER PROGRAM IMPLEMENTATION REVIEW
(PIR)

158 / June 30, 2023



Republic of the Philippines
Department of Education
SDO MUNTINLUPA CITY

PROJECT /ACTIVITY COMPLETION REPORT	
DIVISION	
PPA Title	
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/clients able to attend?	
d. What were the probable reasons given for non-attendance?	
e. What measures were taken to ensure the participants would come?	
IV. TECHNICAL ASSISTANCE	
a. What mode/s of TA employed?	

○ <u>Information Sharing</u> – ex. policies, guidelines, directions, instruction ○ <u>Capability Building</u> - ex. Orientation, training, workshops, coaching/ mentoring, seminars or conferences, job aids ○ <u>Group Management</u> – ex. giving assignment, building & sustaining teams, monitoring work & time utilization, managing performance ○ <u>Work Management</u> – ex. planning the work, standards setting, monitoring implementation, assessing and adjusting implementation, evaluating work accomplishments	
b. What made you decide to use such mode/s of TA?	
V. Budget	
a. How much was the original budget?	
b. Was there a difference between the target and actual budget? Where lies the difference?	
c. Could the difference have been avoided? How? If not, how did you address the variance?	
VI. Ways Forward	
a. What are your next steps?	
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:

PROJECT MANAGER

Checked and reviewed:

Noted: