



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

4311

Office of the Schools Division
Superintendent

SEP 25 2023

MEMORANDUM

No. 225, s. 2023

**DIVISION-WIDE CONDUCT OF THE 2023 THIRD 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 quarters 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 October 2-13, 2023, as follows:

A. On PIR Schedule and Composition of Panels

Governance Level	Schedule	Panel/Reactors
SCHOOLS DIVISION OFFICE	October 3-6, 2023	Overseer: 1 SDS/ASDS 1 Chief Education Supervisor Reactors: 1 SEPS, SMME 1 SEPS, P&R 1 SEPS, HRTD 1 Planning Officer 1 Budget Officer 1 PMIS Focal Person per Division
SCHOOLS	October 2-13, 2023	Overseer: 1 School Head Reactors: 1 PSDS Assigned 1 MT/HT 1 In-Charged of School Finance 1 School Governance Council (SGC) Representative

B. On PIR Forms. Some revisions in the forms shall be considered.

- **PIR Form-1 ver.2: Modified PPA Progress Monitoring Sheet.** All assigned PIR presenters (Project Managers) shall fill-up the form and must be 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



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PIR, whether in MS Word, PowerPoint, or Video formats. For the interest of time, each presentation must not exceed 20 minutes.

- **PIR Form-2: Project Completion Report Form.** This form shall be properly accomplished and submitted to the PIR Secretariat two days before the conduct of PIR:
 - a. Division PIR Secretariat: School Management Monitoring and Evaluation Section (SMME)
 - b. School PIR Secretariat: School SBM Coordinator
- **PIR Form 3: Reactors Evaluation Sheet.** Invited panel of reactors will use this form. It is comprised of seven related indicators for rating.
- **PIR Form 4: Transcriber's Log Sheet.** There shall be assigned personnel to do the taking of the minutes. Copies of the said transcriptions shall be submitted to the PIR Secretariat for proper dissemination.
- **PIR Form 5: PIR Certificate Format.** This format requires all the panel of reactors to sign in the certificate before the head of office indicate his/her signature.

C. On the Type of Questions or Inquiries by the Panel

The type of questions coming from the panel must include, but are not limited to:

- a. Physical and financial status of the project
- b. Concerns, Issues, Gaps, and Problems (CIGPs) encountered in the implementation of the project
- c. Notable outcomes and success stories or impact of the project to the immediate beneficiaries, organization, and/or community.
- d. Alignment to MATATAG Agenda and/or Modified SMART School with a HEART program indicators.

D. On PIR Activity Monitoring

There shall be an organized monitoring of activity at the Division and School levels. Assigned Public Schools District Supervisors (PSDS) shall monitor the conduct of PIR in their respective schools.

2. Schools shall submit PIR schedules to the Division PIR Secretariat through Dr. Zoren Pepito L. Gubalane, SEPS-School Management, Monitoring and Evaluation Section, for monitoring and proper coordination to the concerned not later than September 29, 2023.
3. For information and strict compliance.


EVANGELINE P. LADINES CESOSA 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 THIRD QUARTER PROGRAM IMPLEMENTATION REVIEW (P
225 / September 14, 2023

PROGRAM IMPLEMENTATION REVIEW (PIR)

Modified PIR Form 1

Applied to ____ Quarter of Fiscal Year ____

MODIFIED PPA PROGRESS MONITORING REPORT

(This report shall be prepared by the program owner and be presented to the D/ SMEPA panel during PIR)

Division: _____ School/Section/Unit: _____ Project Manager: _____ Position: _____

Title of PPA and Its Objectives	Physical Targets (a)	Actual Accomp. (b)	% (c) $C=b/a \times 100$	Financial Target (d)	Actual Accomp. (e)	% (f) $f=e/d \times 100$	Status/CIGPs (Concerns, Issues, Gaps, Problems)	PROPOSED ADJUSTMENTS Resulted to ff: • Activity Request (AR) • Authority to Conduct (ATC) • Other adjustments
(Example) Project Title: Objectives:	No. of participants=56	No. of participants=50	89.28%	P25,200	P25,200	100%	Fully implemented. 6/56 expected participants were not able to participate due to ____.	Training materials shall be provided to those who were absent. Supplemental mentoring/coaching must be given
	No. of training Kits=56	No. of training Kits=60	107%	P11,200	P11,200	100%	Fully implemented. 50 training kits were distributed.	The remaining 6 training kits will be released during special mentoring/coaching sessions with those who were absent
	No. of Resource Speakers with honorarium=2	No. of Resource Speakers with honorarium=2	100%	P14,000	P14,000	100%	Fully implemented. No issues and concerns	n/a

Indicate here some notable/remarkable outcome or impact of the project (Whichever applicable):

1. How this project impacts to the lives and well-beings of the immediate program beneficiaries?
2. How this project impacts the organization?
3. How this project impacts the community or society?

Prepared by:

Checked and reviewed:

Noted:



Republic of the Philippines
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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	

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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:

Date: _____

[illegible]

Noted:



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(SAMPLE CERTIFICATE)

PIR CERTIFICATE

This certificate is issued to **(Name of the Project Manager)**, Project Manager, for successfully subjecting to the PIR Panel the project entitled: **(Title of the Project)**, with an approved budget amounting to **(Amount of Budget)** from ☒ MOOE ☐ HRTD ☐ Other, implemented on **(Date Implemented)**.

Given this ____ day of _____ 2023 during the Division/School Second Quarter PIR Activity.

NAME & SIGNATURE
OF PANEL

NAME & SIGNATURE
OF PANEL

NAME & SIGNATURE
OF PANEL

NAME & SIGNATURE
OF PANEL

NAME & SIGNATURE
OF PANEL

NAME & SIGNATURE
OF PANEL

NAME & SIGNATURE
OF THE HEAD OF OFFICE



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