



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 19 2024

MEMORANDUM

No. 124, s. 2023

**DIVISION-WIDE SCHEDULE ON THE CONDUCT OF THE
PROGRAM IMPLEMENTATION REVIEW (PIR)
FOR THE FISCAL YEAR 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations 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 educational leaders and 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 schedules on the conduct of the above-captioned activity as follows:

Governance Level	Schedule Window	Schedule Window	Schedule Window	Schedule Window
	Quarter-1	Quarter-2	Quarter-3	Quarter-4
Schools Division Office	April 24-30, 2024	July 1-5, 2024	October 1-7, 2024	December 22-30, 2024
Public Schools	April 24-30, 2024	July 1-5, 2024	October 1-7, 2024	December 22-30, 2024

2. The Public Schools District Supervisors (PSDS) assigned shall coordinate, provide necessary technical assistance, monitor the conduct of the said activity using the prescribed PIR monitoring form.

2. All concerned are reminded of the following:

- The 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/audience during PIR, whether in MS Word, PowerPoint, or Video formats as follows:
 - a. Program/Project Title
 - b. Program/Project Objectives
 - c. Physical Targets, Status, CIGPs, and Adjustments
 - d. Financial Targets, Status, CIGPs, and Adjustments
 - e. Outcome and Impact (To the beneficiaries/school/community/society)



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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:
 - a. Division PIR Secretariat: School Management Monitoring and Evaluation Section (SMME)
 - b. 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)

124 / April 16, 2024

NUM-2024-124

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 Accompl. (b)	% (c) $C=b/a \times 100$	Financial Target (d)	Actual Accompl. (e)	% (f) $f=e/d \times 100$	Status/CIGPs (Concerns, Issues, Gaps, Problems)	PROPOSED ADJUSTMENTS Resulted to ff: • Activity Request (AR) • Authority to Conduct • Other adjustments
(Example) Project Title:	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.
Objectives:	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 shall be released during special mentoring/coaching sessions for 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 does this project impact to the lives and well-beings of the immediate program beneficiaries?
2. How does this project impact the organization?
3. How does this project impact the community or society?

Prepared by:

Checked and reviewed:

Noted:

PROGRAM IMPLEMENTATION REVIEW

☐ Quarter 1

☐ Quarter 2

☐ Quarter 3

☐ Quarter 4

REACTOR'S EVALUATION SHEET

Program/Project Title: _____

Name of the Program Manager: _____

Indicators	Very evident	Somewhat evident	Not evident
1. The Project Manager clearly presented the status of the project based on the components prescribed in the Modified PIR Form-1.			
2. The program/project objectives are clearly presented based on the approved project proposal.			
3. The physical and financial targets are clearly presented and well-quantified based on the approved project proposal.			
4. Relevant concerns, issues, gaps, or problems (CIGP) are clearly articulated based on data and first-hand observations.			
5. Relevant CIGPs are well-considered in the report for responsive adjustments.			
6. Notable outcome or impact of the program/projects (To beneficiaries/organizational/community) are also given emphasis supported with MOVs.			
7. The Program Manager made an effort to show relevant MOV's for the accomplishments.			
QUESTIONS/CLARIFICATIONS: 			
SUGGESTIONS/RECOMMENDATIONS: 			

Prepared by: _____

Name and Signature of the Reactor

Date: _____

[illegible]

Noted:



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: