

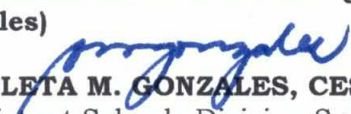


Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**NOTICE OF MEETING**  
**May 2, 2024**

MAY 06 2024

**TO :** Division PMIS Focal Persons  
FY 2024 First Quarter PIR Presenters  
**Attention: All Project Focal Persons/Managers Who Implemented PPAs for the Quarter (See Attached PPA Titles)**

**FROM :**   
**VIOLETA M. GONZALES, CESO VI**  
Assistant Schools Division Superintendent

**DATE/TIME :** May 10, 2024, 9:00-11:00 a.m.

**VENUE :** SDO Conference Room

**AGENDA :**

1. Confirmation on the Status of PPAs implemented for the quarter.
2. Submission of PIR Form 1: Modified Progress Monitoring Report
3. Submission of PIR Form 2: Project Completion Report
4. PIR Modalities
5. Other matters

ZPLG / Meeting with FY 2024 First Quarter Project Owners/Managers  
053 / May 2, 2024

NOM-2024-053



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
 (02) 805-9935, (02) 805 - 9940  
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053

011027 - 3584

**List of PPAs Implemented During the First Quarter of FY 2024**  
(Source: PMIS-Planning)

Reminders: Please check the project titles below and be present during the meeting.

<b>Project Title</b>	<b>Concerned Personnel</b>
1. Public Schools District Supervisors Third National Research Convention per DM -OUHROD No. 162,4, S.2023 on February 6-8, 2024 at Bohol Tropics Resort, Tagbilaran City, Bohol	
2. National Training of Trainers for DCP Adoption Program February 18-21, 2024 at Cebu City	
3. National Training DCP Adoption Program	
4. School Press Conference: "Get Right, Right it Tight"	
5. CTRL+S: SEMINAR – WORKSHOP FOR NCR PRIME AUTOMATION	
6. National Training for Trainers DCP Adoption	
7. Ceremonial Turn-Over of the New Assistant Schools Division Superintendent	
8. Meeting of ASDS and SDS with School Heads and Supervisors	
9. Visit of other Schools Division Superintendents to SDO Muntinlupa	
10. Division Schools Press Conference " Get it Right: Write it Tight	
11. Quarterly Kamustahan of Administrative Officer II and HR In-Charge	
12. First Division Executive Committee Meeting	
13. GUIDANCE ON THE UPLOADING OF THE WINS DATA FOR SY 2022-2023 AND SY 2023-2024 UNDER THE NEWLY ENHANCED ONLINE MONITORING SYSTEM (e-OMS)	
14. INVITATION TO THE PHILIPPINE ASSOCIATION OF SCHOOL SUPERINTENDENTS (PASS) ANNUAL NATIONAL CONVENTION	
15. INVITATION TO THE PHILIPPINE ASSOCIATION OF SCHOOL SUPERINTENDENTS (PASS) ANNUAL NATIONAL CONVENTION	
16. MEALS FOR THE MEETING ON IMPLEMENTATION OF DEPED NO. 002 S, 2024 RE: DATA CAPTURE ON THE NUMBER OF PERSONNEL IN SCHOOLS AND PLANNING	
17. TO ATTEND THE QUARTERLY WORKSHOP ON PREPARATION AND CONSOLIDATION OF FAR NOS. 1 AND 1-A	
18. PROVISION OF ROOFING FOR PANTRY AT 4TH FLOOR OPEN AREA, BUILDING 1	
19. FOOD FOR THE IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS	
20. MEALS FOR THE ORIENTATION ON RAPID MATHEMATICS ASSESSMENT (RMA) AND COMPREHENSIVE RAPID LITERACY ASSESSMENT (CRLA)	
21. MEALS FOR THE WELCOME CEREMONY AND MEETING FOR THE RETURN OF THE SDS OF MUNTINLUPA	
22. MEALS FOR 2024 DIVISION FESTIVAL OF TALENTS	
23. SEMINAR ON LAWS AND RULES ON GOVERNMENT EXPENDITURES (LARGE)	
24. FOOD FOR THE DIVISION SPECIAL MEETING IN SUCAT SENIOR HIGH SCHOOL (EXECOM)	
25. LEARNING ENGAGEMENT ON TECHNICAL ASSISTANCE PROVISION TO SCHOOLS DIVISION OFFICE	
26. MEALS FOR 9TH DIVISION RESEARCH CONFERENCE	
27. REIMBURSEMENT OF SNACKS - MEETING WITH THE BUREAU OF FIRE PROTECTION REGARDING TRAINING ACTIVITIES FOR PUBLIC SCHOOLS	



Republic of the Philippines  
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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

### MODIFIED PPA PROGRESS MONITORING REPORT

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

Division: \_\_\_\_\_ School/Section/Unit: \_\_\_\_\_ Project Manager: \_\_\_\_\_ Position: \_\_\_\_\_

Title of PPA and Its Objectives	Physical Targets (a)	Actual Accompl. (b)	% (c)  <i>C=b/a x100</i>	Financial Target (d)	Actual Accompl. (e)	% (f)  <i>f=e/d x100</i>	Status/CIGPs (Concerns, Issues, Gaps, Problems)	PROF Results • Activi • Authc • Other
(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 provided absent. coaching
	No. of training Kits=56	No. of training Kits=60	107%	P11,200	11,200	100%	Fully implemented.  50 training kits were distributed.	The rem be relea mentori those wi
	No. of Resource Speakers with honorarium=2	No. of Resource Speakers with honorarium=2	100%	,000	P14,000	100%	Fully implemented. No issues and concerns	

Sample Only

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.			
<b>QUESTIONS/CLARIFICATIONS:</b>			
<b>SUGGESTIONS/RECOMMENDATIONS:</b>			

Prepared by:

\_\_\_\_\_  
Name and Signature of the Reactor









Republic of the Philippines  
Department of Education  
SDO MUNTINLUPA CITY

PROJECT /ACTIVITY COMPLETION REPORT	
<b>DIVISION</b>	
<b>PPA Title</b>	
<b>Date Accomplished</b>	
<b>INTRODUCTION</b> (Give a brief description of the program/project or activity (3 – 5 sentences only)	
<b>I. OBJECTIVES</b>	
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	
<b>II. DATE</b>	
a. Original Date	
b. Actual Date	
<b>III. TARGET CLIENT</b>	
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?	
<b>IV. TECHNICAL ASSISTANCE</b>	
a. What mode/s of TA employed?	

<ul style="list-style-type: none"> <li>○ <u>Information Sharing</u> – ex. policies, guidelines, directions, instruction</li> <li>○ <u>Capability Building</u> – ex. Orientation, training, workshops, coaching/mentoring, seminars or conferences, job aids</li> <li>○ <u>Group Management</u> – ex. giving assignment, building &amp; sustaining teams, monitoring work &amp; time utilization, managing performance</li> <li>○ <u>Work Management</u> – ex. planning the work, standards setting, monitoring implementation, assessing and adjusting implementation, evaluating work accomplishments</li> </ul>	
<p>b. What made you decide to use such mode/s of TA?</p>	
<p><b>V. Budget</b></p>	
<p>a. How much was the original budget?</p>	
<p>b. Was there a difference between the target and actual budget? Where lies the difference?</p>	
<p>c. Could the difference have been avoided? How? If not, how did you address the variance?</p>	
<p><b>VI. Ways Forward</b></p>	
<p>a. What are your next steps?</p>	
<p>b. Are there possible areas for improvement that you can consider for your next activity?</p>	
<p>c. Did you consider the above concerns in your</p>	

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:



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

Office of the Schools Division  
Superintendent

MAR 07 2024

OFFICE MEMORANDUM

**INCIDENT COMMAND SYSTEM - EXECUTIVE COURSE**


To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Administrative Officer V  
All Others Concerned

1. This Office announces the conduct of the above-captioned activity on **May 3, 2024** in Alabang, Muntinlupa City.
2. Please see attached enclosure for the list of participants to the said training.
3. Immediate dissemination of, and compliance with this Memorandum is desired.

For:

**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

By:

  
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated





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

Enclosure 1 to the Division Memorandum No. \_\_\_\_\_, s. 2024

**INCIDENT COMMAND SYSTEM – EXECUTIVE COURSE**

**List of Participants**

No.	Participants	Designation
1	Dr. EVANGELINE M. AMAN	Public Schools District Supervisor
2	Ms. ALYSSA V. AVENTURADO	Public Schools District Supervisor
3	Dr. JAYBOY E. EVANO	Public Schools District Supervisor
4	Dr. MA. MYRA E. NAMIT	Public Schools District Supervisor
5	Dr. MARK JOSEPH C. FERNANDEZ	Public Schools District Supervisor
6	Dr. JOHN ALBERT B. COLLE	Education Program Supervisor, FILIPINO
7	Mr. EDISON C. ENERLAS	Education Program Supervisor, MAPEH
8	Ms. MARIEL EUGENE L. LUNA	Education Program Supervisor, ARALING PANLIPUNAN
9	Dr. ARMIDA S. OBLINADA	Education Program Supervisor, SCIENCE
10	Dr. LILIOSA B. PALCE	Education Program Supervisor, ESP/SpED
11	Dr. MARISSA M. ANDANZA	Education Program Supervisor, ALS / KINDERGARTEN
12	Ms. NERY ANN L. LORENZO	Education Program Specialist II, ALS
13	Ms. ANGELA M. FRANCISCO	ADMINISTRATIVE OFFICER IV
14	Dr. ZOREN PEPITO L. GUBALANE	Senior Education Program Specialist, M&E
15	Ms. PHOEBE R. ARROYO	Senior Education Program Specialist, Planning
16	Ms. IVY M. ROMANO	Senior Education Program Specialist, HRTD
17	Ms. ROCHELLE A. JIMENEZ	Senior Education Program Specialist, SocMob
18	Mr. JOSEPH DE CASTRO	Planning Officer III
19	MAY L. BORJAL	Information Technology I
20	MARIPAZ M. LAVIN, RN	Division Nurse II

DATE: MAY 3, 2024

VENUE: MONETHALL, 8F (CRIMSON) HOTEL  
ALABANG