



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

**MAR 25 2025**

**MEMORANDUM**  
 No. **148**, s. 2025

**DIVISION-WIDE CONDUCT OF THE 2025 PROGRAM IMPLEMENTATION REVIEW (PIR) AND PREPARATION OF TECHNICAL ASSISTANCE PLAN AND ADJUSTMENT (TAPA)**

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 Schools Division Office and the schools are consistently implementing Program Implementation Review in the previous quarters as a way of tracking the status and progress of all programs and projects implemented, pursuant to DepEd Order No. 29, s. 2022. The conduct of PIR provides project managers a formal platform to share, not only notable practices, but also unique strategies of overcoming them. To sustain this good practice, this Division specifies the schedule on the conduct of the above-captioned activity on any day between April 1-4, 2025, as follows:

**A. On the Conduct of PIR**

<b>Governance Level</b>	<b>Schedule</b>	<b>Lead/Reactors /Report</b>
SDO-SGOD	Any date between April 1-4, 2025	Lead: Chief Education Supervisor Reactors: <ul style="list-style-type: none"> <li>• Chief Education Supervisor</li> <li>• The Chief designates additional reactor/s.</li> </ul> PPA Presenters: <ul style="list-style-type: none"> <li>• All PPA Owners within a particular quarter</li> <li>• Must submit copies of PIR Form-1 and Project Completion Report (PCR) to the Chief at least a day before the activity</li> </ul> Reports: <ul style="list-style-type: none"> <li>• Filled-out copies of Form-1 and PCR shall be submitted to the DMEA Secretariat.</li> </ul>
SDO-CID	Any date between April 1-4, 2025	Lead: Chief Education Supervisor Reactors: <ul style="list-style-type: none"> <li>• Chief Education Supervisor</li> <li>• The Chief designates additional reactor/s.</li> </ul> PPA Presenters: <ul style="list-style-type: none"> <li>• All PPA Owners within a particular quarter</li> </ul>

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		<ul style="list-style-type: none"> <li>• Must submit copies of PIR Form-1 and Project Completion Report (PIR) to the Chief at least a day before the activity.</li> </ul> <p>Reports:</p> <ul style="list-style-type: none"> <li>• Filled-out copies of Form-1 and PCR shall be submitted to the DMEA Secretariat.</li> </ul>
SDO-OSDS/ADMIN	Any date between April 1-4, 2025	<p>Lead: Administrative Officer V</p> <p>Reactors:</p> <ul style="list-style-type: none"> <li>• Administrative Officer V</li> <li>• The AO-V designates additional reactor/s.</li> </ul> <p>PPA Presenters:</p> <ul style="list-style-type: none"> <li>• All PPA Owners within a particular quarter.</li> <li>• Must submit copies of PIR Form-1 and Project Completion Report (PCR) to AO-V at least a day before the activity</li> </ul> <p>Report:</p> <ul style="list-style-type: none"> <li>• Filled-out copies of Form-1 and PCR shall be submitted to the DMEA Secretariat.</li> </ul>
SCHOOLS	Any date between April 1-4, 2025	<p>Lead: School Head</p> <p>Reactors:</p> <ul style="list-style-type: none"> <li>• School Head</li> <li>• Public Schools District Supervisor</li> <li>• The SH designates additional reactor/s.</li> </ul> <p>PPA Presenters:</p> <ul style="list-style-type: none"> <li>• All PPA Owners within a particular quarter</li> <li>• Must submit copies of PIR Form-1 and Project Completion Report (PCR) to the School Head at least a day before the activity</li> </ul> <p>Report:</p> <ul style="list-style-type: none"> <li>• Filled-out copies of Form-1 and PCR shall be submitted to the SMEA Secretariat.</li> </ul>

**B. On PIR-TAPA Activity Monitoring**

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

## **C. On the Preparation of Technical Assistance Plan and Adjustment (TAPA)**

### **a. School TAPA**

- After the successful conduct of the PIR, the School Monitoring Evaluation and Adjustment (SMEA) Committee chaired by the School Head shall convene for the preparation of the School TAPA-1 using the prescribed form.
- The assigned Public Schools District Supervisor (PSDS) must also be present during preparation of the TAPA-1 and must indicate his/her signature in the agreement portion of the form.

### **b. District TAPA**

- Copies of the signed TAPA-1 from the assigned schools shall be collected, summarized, and analyzed by the assigned district supervisor. This data serves as input in the preparation of the District TAPA-2 using the prescribed form.
- This District TAPA-2 shall also bear the signatures of the School Heads of the assigned schools.
- Submit copy of the District TAPA-2 to the DMEA through its Secretariate (SEPS of Monitoring and Evaluation)


### **c. Division TAPA**

- The School Management Monitoring and Evaluation (SMME) Section serves as the committee secretariate held responsible for necessary coordination, organization, scheduling, and report preparation.
- The Division TAPA-2 report shall be prepared by the secretariate and shall bear the signature of the Chiefs, AOV, ASDS, and SDS for submission to the Regional Office-Field Technical Assistant Division (RO-FTAD).

2. Attached are PIR-TAPA forms which can also be accessed through this link: <https://bit.ly/MO7-2025-PIR-TAPA>

- **PIR Form-1 ver.2: Modified PPA Progress Monitoring Sheet.** This form shall be properly accomplished and submitted by the PPA owners to the SMEA/DMEA Secretariat at least two days before the conduct of PIR.
- **PIR Form-2: Project Completion Report Form.** This form shall be properly accomplished and submitted by the PPA owners to the SMEA/DMEA Secretariat at least two days before the conduct of PIR.
- **PIR Form 3: Reactors Evaluation Sheet.** Panels of reactors shall use this form. It is comprised of seven related indicators for rating.
- **PIR Form 4: Transcriber's Log Sheet.** The assigned personnel shall do the taking of the minutes. Copies of the said transcriptions shall be submitted to the PIR Secretariat for proper dissemination.

3. For information and strict compliance.

  
**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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

MONITORING

EVUALUATION

TECHNICAL ASSISTANT

ZPLG / DM / DIVISION-WIDE CONDUCT OF THE 2025 PROGRAM IMPLEMENTATION REVIEW (PIR) AND REPARATION OF TECHNICAL ASSISTANCE PLAN AND ADJUSTMENT (TAPA)

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