



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

SEP 03 2025

**MEMORANDUM**  
No. 432, s. 2025

**DIVISION-WIDE CONDUCT OF THE 2025 THIRD QUARTER 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. Pursuant to DepEd Order 29, s. 2022 titled, Adoption of the Basic Education Monitoring and Evaluation Framework, 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 a formal platform to share not only notable practices but also unique strategies of overcoming implementation challenges and in providing relevant technical assistance. To sustain this good practice, this Division specifies the schedule on the conduct of the above-captioned activity on any day between September 29-October 3, 2025, as follows:

**A. On the Conduct of PIR**

Governance Level	Schedule	Lead/Panel/Presenter
SDO-SGOD	Any date between September 29-October 3, 2025	Lead: Division Chief Education Supervisor Reactors: (Designated by the Chief) 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: PPA Progress Monitoring Report, and Form 2: Project Completion Report (PCR) to the Chief for approval signature.</li> </ul>
SDO-CID	Any date between September 29-October 3, 2025	Lead: Division Chief Education Supervisor Reactors: (Designated by the Chief) 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: PPA Progress Monitoring Report, and Form 2: Project Completion Report (PCR) to the Chief for approval signature.</li> </ul>
SDO-OSDS/ADMIN	Any date between September	Lead: Administrative Officer V Reactors: (Designated by the AOV) PPA Presenters:

	29-October 3, 2025	<ul style="list-style-type: none"> <li>All PPA Owners within a particular quarter.</li> <li>Must submit copies of PIR Form 1: PPA Progress Monitoring Report, and Form 2: Project Completion Report (PCR) to the AOV for approval signature.</li> </ul>
SCHOOLS	Any date between September 29-October 3, 2025	<p>Lead: School Head</p> <p>Reactors:</p> <ul style="list-style-type: none"> <li>Public Schools District Supervisor</li> <li>The SH may designate additional reactor/s.</li> </ul> <p>PPA Presenters:</p> <ul style="list-style-type: none"> <li>All PPA Owners/Focal within a particular quarter.</li> <li>Must submit copies of PIR Form-1 and Project Completion Report (PCR) the School Head for approval signature.</li> </ul>

## **B. On 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 inputs 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 Division Monitoring Evaluation and Adjustment (DMEA) Committee chaired by the Assistant Schools Division Superintendent shall convene for the preparation of the Division TAPA-1 using the prescribed form.
- 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).

### **C. On PIR-TAPA 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-TAPA activities in their respective schools.

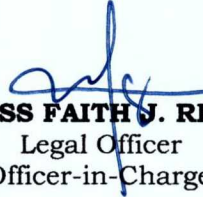
2. The PIR and TAPA sample forms may be accessed through this link: <https://bit.ly/4jFpYVe>
3. For information and strict compliance.

For:

**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

By:



**Atty. ERNESS FAITH J. REGACHO-ESPANTO**  
Legal Officer  
Officer-in-Charge

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)

432 / SEPTEMBER 2, 2025

**NUM-2025-432**