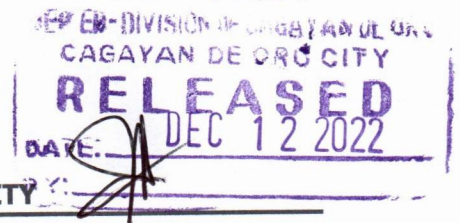




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

12 December 2022

DIVISION MEMORANDUM

No. 465 s. 2022

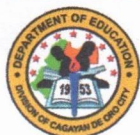
**CONDUCT OF THE REGIONAL YEAR-END PROGRAM IMPLEMENTATION REVIEW
(PIR) WITH SCHOOL DIVISION OFFICES**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Chief Education Supervisor – CID
OSDS Functional Unit Heads
CID personnel
SGOD personnel
OSDS personnel

1. In view of Regional Memo No. 757 s.2022 entitled **Conduct of the Regional Year-End Program Implementation Review (PIR) with School Division Offices**, all concerned program coordinators and key division personnel are hereby informed of the following schedule of related activities:

DATE	ACTIVITY	EXPECTED PARTICIPANTS
December 12, 2022 1:30 PM Link: meet.google.com/wkx-jbpv-wbh	Virtual Briefing on the PIR reports templates	ASDS, Division Chiefs, Unit/Service/Department Heads, CID and SGOD personnel, program holders
December 16, 2022	Program Implementation Review by division (OSDS, CID, SGOD)	Facilitators: Division chiefs, unit heads Presenters: all program holders
December 16-19, 2022	Submission of Reports online	All program holders, division/unit heads
December 21, 2022	Presentation of Division PIR Reports (Annexes A,C,D,E)	ASDS, Division chiefs, unit heads, M&E specialist
December 23, 2022	Submission of Reports to the Regional Office	M&E Specialist
December 26-27, 2022	Regional PIR	CID Chief Education Supervisor, SGOD Chief Education Supervisor, M&E specialist

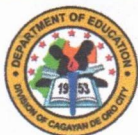
2. The following program holders and heads of functional units shall submit the summary of their presentations through the link provided above:



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

DIVISION	FUNCTIONAL UNIT	HEAD/PROGRAM HOLDER
OSDS	Office of the Asst. Schools Division Superintendent	ASDS Lorebina Carrasco
	Legal Unit	Atty. Laurence del Puerto
	Information and Communications Technology Unit	James Roberto Sijo
	General Service Section	Bea Borres
	Cash Unit	Elizabeth Dangazo
	Personnel Unit	Malou Navaja
	Records Unit	Kristian Murillo
	Supply Unit	Ignacio Gabule
	Accounting Section	Arnel Calubag
	Finance Section	Romiel Vallente
CID	Office of the Chief Education Supervisor for CID	Jean Macasero
	Education Program Supervisors (by individual subject areas)	All Education Program Supervisors
	Public Schools District Supervisors (by individual districts)	All PSDSes
	Special Education	Shirley Merida
	Alternative Delivery Mode (OHSP, Homeschooling)	Romeo Aclo
	Reading	Sylvio Carciller
	Kindergarten	Anita Gochuco
	Indigenous People Education	Paraida Orangot
	MADARASAH/ALIVE	Paraida Orangot
	Senior High School Program	Jean Macasero
	Multigrade Education	Margie Andrade
	Learning Resources Management Division	Joel Potane
SGOD	Office of the Chief Education Supervisor for SGOD	Rosalio Vitorillo
	Disaster Risk Reduction Management Unit	Ryan Blanco
	Health Unit	Dr. Baldomero Mark Meso
	Human Resource Development Unit	Derrold Marl Aves
	Planning Unit	Rodolfo Bayeta
	Research Unit	Joel Potane
	Schools Mobilization and Networking	Jean Loquillano
	Schools Monitoring and Evaluation Unit	Eleanor Rollan
	Youth Formation Division	Jairus John Gochuco Michael Dave Tan

3. Templates for the individual reporting by division can be downloaded from:
<https://bit.ly/3iTOHgS>



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4. All individual reports shall be submitted by the respective program holders on or before **December 16, 2022**. A consolidated template for individual reports by division can be accessed through:

DIVISION	LINK FOR CONSOLIDATED REPORT ENTRY/UPLOADING
OSDS	https://bit.ly/3XZhzlY
CID	https://bit.ly/3Pair38
SGOD	https://bit.ly/3FAeNwd

5. Attached herewith is the aforementioned memorandum for your information and guidance.

6. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.

7. Immediate dissemination and compliance to this memorandum is required.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Encl: as stated

Reference: None

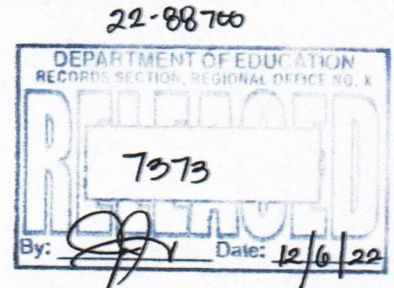
To be indicated in the Perpetual Index
under the following subjects:

PROGRAM IMPLEMENTATION REVIEW (PIR)

ECHR/DM-PIR
December 12, 2022



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



November 28, 2022

REGIONAL MEMORANDUM
No. 757, s. 2022

**CONDUCT OF THE REGIONAL YEAR-END PROGRAM IMPLEMENTATION
REVIEW (PIR) WITH SCHOOL DIVISION OFFICES**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Regarding **DepEd Order No. 29, s. 2022** titled **Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)**, this Office through the Quality Assurance Division will conduct the **Regional Year-End Program Implementation Review (PIR) with School Division Offices** at NEAP-R10, Lapasan, Cagayan de Oro City, on **December 26-27**.
2. The activity aims to
 - a. assess the implementation of the major Programs, projects, and Activities (PPAs) of the Schools Division Offices (SDOs) vis-à-vis their committed outputs and targets for FY 2022;
 - b. identify issues, bottlenecks and concerns that need to be addressed by the management or the program implementers to ensure achievement of targets and deliverables for the remaining quarter of FY 2022;
 - c. identify courses of action to be undertaken and provide necessary technical assistance to address concerns and bottlenecks in the implementation of PPAs; and
 - d. share best practices and valuable lessons of each SDO.



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Date	Activity	Expected Output
December 26	RO SDO Convergence on PIR & PA - Prework	<ul style="list-style-type: none">➤ Physical Accomplishment Report in the PMIS➤ MOVs➤ Program (Physical and Financial) status, and Adjusted Plans
December 27	PIR Proper	

3. The participants of the orientation are the following:

Participants	Allocated Number
A. SDO	
1. School Management, Monitoring, and Evaluation (SM M&E) SEPS & EPS II	2 x 14 = 28
2. CID and SGOD Chiefs	2 x 14 = 28
<i>SDO Total</i>	56
B. Region	
1. ARD and RD	2
2. Functional Division Chiefs and Unit Heads	13
3. EPSs	22
4. Program holders and other committees	12
<i>RO Total</i>	49
Total	105

4. Below is the detailed schedule of activities for your ready reference.

Date	Activity	Expected Output
December 26 & 27	RO SDO Convergence on PIR & PA	<ul style="list-style-type: none">➤ Approved committed outputs and Targets for FY 2022 based on existing signed WFPs;➤ Updated Reports and Presentation Materials covering Q1 to Q3 data➤ Accomplished Annex A to D Reporting Templates





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO

5. In preparation for the FY 2022 PIR and PA, all School Division Offices are hereby directed to do the following:

A. Divisional Quarterly PIR and PA

A.1 At the SGOD/CID level:

a.1.1 SGOD/CID must prepare the list of committed outputs (major) per PAPs on all budget items under the FY 2022 GAA and Work and Financial Plan with assigned budget allocation. Committed outputs shall be listed using the attach **(Annex A)**.

a.1.2 Each division of the SDOs must conduct its own internal PIR to assess the First to Third Quarter PPA implementation performance using the committed outputs and facilitate the program assessment and adjustment if necessary.

a.1.3 It is suggested that the head of the division shall be responsible for convening the core group of their respective offices to discuss the progress of implementation, best practices including issues and concerns. At the end of the session, the group shall propose actions to be undertaken/fast track to achieve targeted outputs, and define which concerns would need management decisions/directions which will be elevated to the DepEd Top Management.

a.1.4 Based on the assessment, adjust the work and financial plan by identifying the remaining outputs to be delivered, its timeliness and required activities including its budget implications.





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A.2 At the SDO Level:

- a.2.1 Assess their Key Performance Outcomes for SY 2021-2022.
- a.2.2 Determine quick wins and its contributing factors.
- a.2.3 Determine the major challenges and its contributing factors.
- a.2.4 In contributing factors, SDO shall classify the major PAPs/SGOD/CID performance in terms of financial, physical and timeliness.
- a.2.5 Identify issues and concerns and those needing decisions from the Top Management (RO level, CO level).

A.3 This will guide all program proponents in the preparation and adjustment of the next quarter implementation.

A.4 SDO should prepare a consolidated 2-page report which highlights the targets and actual accomplishments for the Quarters 1 to 3 (both Physical and Financial, Current, and Continuing funds) (**Annex C**) and describes the committed output by program and by Office (**Annex D**) based on the approved Work and Financial Plan (WFP) for the whole fiscal year. Such reports will be collected by RO-QAD during the actual PIR as scheduled.

A.5 All SDOs shall prepare a consolidated narrative report and photo documentation (if there are any) of the quarters 1 to 3 accomplishments (**Annex E**) which include the following parts:

1. Highlights of Accomplishments in terms of major outputs /milestones (physical accomplishment);
2. Financial Accomplishments (obligation and disbursement);
3. Issues and Concerns/Bottlenecks on the current quarter and its status;
4. Next steps/Ways forward;
5. Phot documentation (if any).

A.5 SDOs shall submit their presentation material (*please see attached Annex B*) on or before the scheduled PIR with the SDOs.





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6. PIR Proper

The PIR with the SDOs considers the physical and financial status of all the major and other priority PPAs implemented in the SDOs. This allows the management and the PIR & PA-TWG of the Ros and CO to give feedback and guidance in the implementation of PPAs handles by each program proponent. As a result, a more responsive plan will be carried out in the next quarter.

List of the Required Documents/Reports for Submission

Document/Report	Deadline
1. List of Committed Outputs (Annex A)	On or before December 23,
2. Annex B (Presentation Materials)	
3. Annex C and D (Templates)	
4. Narrative Report (Annex E)	On or before December 26

All the expected output will be submitted through this google drive link, <http://bit.ly/3u5xChC> for proper documentation and retrieval of all reference materials.

7. Plan Adjustment (PA)

As specified in DO 11, s. 2021, all OUs can adjust their planned activities/projects using the PMIS based on the results of the Quarterly PIR. Please be advised that the adjustment period is every quarter within ten (10) working days after the conduct of the PIR.

8. The participants' meals, snacks, room accommodation, materials/supplies and other related expenses shall be charged to the Regional Office (RO) MOOE (QAD-WFP) while the participants' travel and other allowable expenses shall be charged to local funds, subject to the established accounting and auditing rules and regulations. First meal to be served is dinner on December 25 and the last meal will be afternoon snacks on December 27.



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9. All participants shall adhere to Office Order No. 1, s. 2020 on this Office's implementation of Equal Opportunity Policy (EOP), that is, regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.
10. For any clarifications or inquiries, all concerned may contact the **Quality Assurance Division (QAD)** through email at qad.region10@deped.gov.ph.
11. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

M&E PIR 2022

QAD/noel



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