



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

01 Apr 2024

DIVISION MEMORANDUM
No. 257 s. 2024

**DIVISION PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE
ADJUSTMENT (PIRPA) FOR FY 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads, Public Elementary and Secondary
Unit Heads/ Section Heads
All Others Concerned

1. In reference to **DepEd Order No. 29, s. 2022**, titled **Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)** that aims to guide all operating units across governance levels in the conduct of Monitoring and Evaluation (M&E) initiatives and stipulates that PIRPA must be established as the reporting platform of the Department of Education to report the accomplishments of outputs in terms of efficiency and corresponding budget utilization, this Office informs the field of the conduct of the Division Program Implementation Review and Performance Adjustment (PIRPA) for FY 2024.

2. The activity shall run in two days:

a. Day 1 shall be conducted virtually via this link <https://tinyurl.com/SDOTayabasPIRPAFQVirtualRm> on April 3, 2024 from 8:00a.m. to 5:00 p.m., and

b. Day 2 shall be done face-to-face in the Division Level where the consolidated outputs shall be reported on April 5, 2025 at St. Jude Multipurpose Cooperative, Isabang Tayabas City from 8:00a.m. to 5:00 p.m.

3. The conduct of PIRPA aims to:

a. Report the status of the major programs, the programs with procurement based on the implementation plan, and committee outputs;

b. Present the status of completed outputs, ongoing outputs, scheduled outputs, additional outputs, and terminal outputs; and

c. Present the bottlenecks, lags, issues and concerns and the catch-up plan to be able to meet the targets.

4. The participants of the activity include the Education Program Supervisors, unit heads, school heads, and the school planning team.

5. Submission of outputs shall be through the accomplishment of the assigned sheet accessible in this link: <https://tinyurl.com/SDOTayabasPIRPAFQ2024>.

Schools shall utilize this template for the presentation <https://tinyurl.com/SDOTayabasPIRPAFQPresentation>.

6. Attached are Enclosure 1: Programme of Activities, Enclosure 2: List of Participants, and Enclosure 3: Technical Working Committee (TWC)
7. For queries and concerns relative to the use of templates and program, you may contact Montano L. Agudilla Jr., Senior Education Program Specialist at montano.agudillajr@deped.gov.ph.
8. For strict and immediate compliance.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

EDWIN R. RODRIGUEZ
Chief Education Supervisor- CID
Officer-in-Charge

Encl: As stated.

References: DepEd Order No. 29, s. 2022

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

PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ADJUSTMENT

SGOD – division program implementation review and performance adjustment (pirpa) for fy 2024
SGONON54-000542- April 1, 2024

Enclosure 1

Programme of Activities – April 3, 2024

TIME	ACTIVITY	FACILITATOR
8:00 – 8:30 a.m.	Registration	Support Staff
8:30 – 9:00 a.m.	Nationalistic Song Prayer CALABARZON March Tayabas Hymn	AVP
	Roll Call of Participants	Montano L. Agudilla Jr.
	Welcome Remarks	Herbert D. Perez ASDS
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
	Presentation of SOP's during the conduct of Virtual PIRPA	Regicelle D. Cabaysa
9:10 – 10:00	Cluster 1	c/o EPS and School Heads
10:00 – 10:10	Health Break	
10:10 – 11:00	Cluster 2	c/o EPS and School Heads
11:00 – 12:00	Cluster 3 & 4	c/o EPS and School Heads
12:00 – 1:00	Lunchbreak	
1:00 – 2: 00	Cluster 5 & 6	c/o EPS and School Heads
2:00 – 3:00	Cluster 7 & 8	c/o EPS and School Heads
3:00 – 4:00	Cluster 9	c/o EPS and School Heads
4:00 – 5:00	SDS Time	
5:00	Adjournment	
EMCEE	La Trisha R. Dalit	

Programme of Activities – April 5, 2024

TIME	ACTIVITY	FACILITATOR
8:00 – 8:30 a.m.	Registration	Joan Khaye T. Brizuela Nicole May R. Lagar
8:30 – 9:00 a.m.	Nationalistic Song Prayer CALABARZON March Tayabas Hymn	AVP
	Roll Call of Participants	Montano L. Agudilla Jr.
	Welcome Remarks	Herbert D. Perez ASDS
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
9:00 – 9:15	Statement of Purpose	Imelda C. Raymundo SGOD, Chief
9:15 – 10:30	Presentation of Consolidated School PIRPA (Clusters 1 -4)	Education Program Supervisor
10:30 – 10:45	HEALTH BREAK	
10:45 – 12:00	Presentation of Consolidated School PIRPA (Clusters 5 - 9)	Education Program Supervisor
12:00 – 1:00	LUNCH BREAK	
1:00 – 1:15	ENERGIZER	
1:15 – 4:30	Presentation of PPAs' Status, Bottlenecks, Lags, Issues, Concerns, and Catch-up Plans	OSDS ASDS SGOD CID
4:30 – 5:00	Closing Program	
EMCEE	Regicelle D. Cabaysa	

Enclosure 2

List of Participants – April 3, 2024

NAME	POSITION	SCHOOL/OFFICE
Celedonio B. Balderas Jr.	Schools Division Superintendent	OSDS
Herbert D. Perez	Assistant Schools Division Superintendent	OASDS
Dr. Edwin R. Rodriguez	CID Chief	CID
Dr. Imelda C. Raymundo	SGOD Chief	SGOD
Dr. Jerome Chavez	EPS Math	CID
Dr. Christian Bables	EPS Filipino	CID
Dr. Jay Aureada	EPS ESP	CID
Ritchelle Quintero	EPS English	CID
Dr. Michael Leonard Lubiano	EPS Science	CID
Louie L. Fulleo	EPS TLE	CID
Sherwin Quesea	EPS MAPEH	CID
Mildred Galleno	EPS Kinder/ALS	CID
Teofila Ocumen	EPSA II	CID
Generosa F. Zubieta	EPS LRMDs	CID
Maria Corazon Borbon	EPS SGOD	SGOD
Montano L. Agudilla Jr.	SEPS SMM&E	SGOD
Regicelle D. Cabaysa	OIC-SEPS HRTD	SGOD
La Trisha R. Dalit	EPS II	SGOD
Joan Kathleen T. Brizuela	EPS II	SGOD
Marife R. Lagar	Planning Officer III	SGOD
Ariel C. Cabuyao	PDO II	SGOD
Nicole May R. Lagar	PDO I	SGOD
Dr. Cris John Supetran	MO III	SGOD
Benjie Millares	Budget Officer III	Budget
Agnes Luzadas	Accountant III	Finance
Conrado Gabarda	AO V	Administrative Office
Grasiela L. Hernandez	HRMO II	Personnel
Dianne Tan	AO IV – Cashier	Cash Unit
Mark Bryan Valencia	ITO I	ICT
Jeanette Buera	Records Officer II	Records Unit
Joyce Ann Limbo	Supply Officer II	Supply Unit
Loreto Pernia	District ALS Coordinator	ALS
Dr. Larvin Labrada	Head Teacher III	Alsam IS
Evelyn R. Palambiano	Principal II	BAHNS
Adrian Naynes	Head Teacher III	Busal ES
Dr. Michael Safred	Assistant Principal II	DIS
Girly G. Abaricia	Head Teacher III	Domoit ES
Luz Pacaigue	Head Teacher III	EFES
Elpidia Palayan	Principal II	EPES
Dennis Labita	Principal II	FELES
Natalia Andaya	Principal I	Gibanga ES
Dr. Joy B. Go	Principal III	Ilasan IS
Dr. Alona C. Crisanto	Principal II	Ipilan ES
Teresa Andaya	Principal I	Kalumpang ES

Akeem Aron Valdeavilla	TIC	Katigan ES
Lea Cosico	Principal I	Lakawan ES
Julieta Labita	Head Teacher III	Lalo ES
Ingrid Palad	Principal I	Lawigue ES
Dr. Gener De Los Reyes Geraldine Constantino	Principal IV	LPIHS
Lorynel De Sagun	Head Teacher III	Malao-a ES
Arlene Pagana	Head Teacher	Masin ES
Alita C. Rodriguez	Head Teacher	Mate ES
Jeffrey Dimailig	Master Teacher I	Mayuwi CS
Baby Lyn Olandes	Head Teacher III	NPES
Adrian Maano	Head Teacher III	Pandakake IS
Roderick Hugo	Principal II	Potol ES
Democrito Cabile	Head Teacher III	RQINHS
Corazon Oabel	Principal I	SPES
Ronan Ranillo	Principal II	TECS
Cherry Hugo	Principal II	TWCS I
Honesto Caagbay	Principal I	TWCS II
Waldymar Pasacsac	Principal II	TWCS III
Rowena Sabiduria	Principal I	TWCS IV
Aldwin Capistrano	Head Teacher III	Valencia ES
Leah Clado	Principal I	Wakas ES
Wenefredo Baylongo	Principal I	WPES
Mary Grace Cabili	Principal II	WPNHS
School Planning Teams		

List of Participants – April 5, 2024

	NAME	POSITION	SCHOOL/OFFICE
1	Celedonio B. Balderas Jr.	Schools Division Superintendent	OSDS
2	Herbert D. Perez	Assistant Schools Division Superintendent	OASDS
3	Dr. Edwin R. Rodriguez	CID Chief	CID
4	Dr. Imelda C. Raymundo	SGOD Chief	SGOD
5	Dr. Jerome Chavez	EPS Math	CID
6	Dr. Christian Bables	EPS Filipino	CID
7	Dr. Jay Aureada	EPS ESP	CID
8	Ritchelle Quintero	EPS English	CID
9	Dr. Michael Leonard Lubiano	EPS Science	CID
10	Louie L. Fulleo	EPS TLE	CID
11	Sherwin Quesa	EPS MAPEH	CID
12	Mildred Galleno	EPS Kinder/ALS	CID
13	Teofila Ocumen	EPSA II	CID
14	Generosa F. Zubietta	EPS LRMDs	CID
15	Montano L. Agudilla Jr.	SEPS SMM&E	SGOD
16	Regicelle D. Cabaysa	OIC-SEPS HRTD	SGOD
17	La Trisha R. Dalit	EPS II	SGOD
18	Joan Kathleen T. Brizuela	EPS II	SGOD

19	Marife R. Lagar	Planning Officer III	SGOD
20	Nicole May R. Lagar	PDO I	SGOD
21	Dr. Cris John Supetran	MO III	SGOD
22	Alelie A. Padillo	Nurse II	SGOD
23	Lailani T. Omlas	Nurse II	SGOD
24	Benjie Millares	Budget Officer III	Budget
25	Agnes Luzadas	Accountant III	Finance
26	Conrado Gabarda	AO V	Administrative Office
27	Grasiela L. Hernandez	HRMO II	Personnel
28	Dianne Tan	AO IV – Cashier	Cash Unit
29	Mark Bryan Valencia	ITO I	ICT
30	Jeanette Buera	Records Officer II	Records Unit
31	Joyce Ann Limbo	Supply Officer II	Supply Unit
32	Jerome A. Javin	Data Analyst	ICT

Enclosure 3

Technical Working Committee (TWC)
April 5, 2024

Overall Chairperson: Celedonio B. Balderas Jr.
Schools Division Superintendent

Co- chairpersons: Herbert D. Perez - ASDS
Imelda C. Raymundo, Chief – SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> • Prepares Memorandum and other Training Package requirements. • Coordinates with SGOD – Planning for the calendar of activity. • Coordinates with HRTD, ITO, and other concerned offices the conduct of the activity. • Prepares and submits activity completion report (ACR) to EPS-HRTD.
Over-all Management including (Logistics) L&D	Regicelle D. Cabaysa & La Trisha R. Dalit	<ul style="list-style-type: none"> • Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Leads the debriefing sessions. • Assists the proponent in the preparation of documentary requirements including but not limited to PR. • Oversees the readiness of the virtual room • Conducts testing of the virtual room prior to its use on the scheduled date of the activity.
QAME	Joan Khaye T. Brizuela	<ul style="list-style-type: none"> • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Medical/First Aid	Lailani T. Omlas	<ul style="list-style-type: none"> • Ensures observance/compliance of health protocols.
Resource Speakers/Facilitators/ Review Committee	Unit Head/Cluster Head	<ul style="list-style-type: none"> • Lead/s the discussion of topics. • Facilitate/s workshop. • Attend/s engages in the debriefing sessions

		<ul style="list-style-type: none"> • Provide comments, suggestions and recommendations to schools/student leaders.
Support Staff/s	Jerome A. Javin	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that registration and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s in the presentation of slide decks. • Ensure/s that sound system and projectors are properly set up. • Manages the virtual meeting room. • Manage/s unexpected system glitches.
Certificate	N/A	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	Regicelle D. Cabaysa	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference • Presents the SOPs in the use of virtual room.
Utility/Physical Plant	N/A	<ul style="list-style-type: none"> • Prepares and maintain cleanliness and orderliness of session hall. • Ensures that left-over food and used food packs are properly disposed. • Ensures that comfort room have enough supply of water.
Process Observer/s	Marife R. Lagar	<ul style="list-style-type: none"> • Observe/s the processes being employed by the speaker/facilitator. • Engage/s in the debriefing sessions.
Class Managers	N/A	<ul style="list-style-type: none"> • Monitor attendance of the participants and assist speakers on the whole durations. • Assist the speaker/facilitator throughout the session. • Take over the session when the speaker/facilitator attends to an emergency call/ matter. • Conducts the MOL.