



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

04 Apr 2024

DIVISION MEMORANDUM  
No. 274 s. 2024

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 257, S. 2024 TITLED  
PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT  
(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. With reference to DM 257, s. 2024 titled **Program Implementation Review and Performance Assessment (PIRPA) for FY 2024**, correction in the List of Participants, Programme of Activities, and Technical Working Committee is hereby issued.
2. Attached herewith, Enclosure 1 – Final List of Participants, Enclosure 2 – Program of Activities, and Enclosure 3 – Technical Working Committee.
3. This memorandum will serve as travel order of all the participants and the technical working committee of this activity.
4. Other provisions stipulated in the said memorandum are still in effect.
5. 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](mailto:montano.agudillajr@deped.gov.ph).
6. For strict and immediate compliance.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated.

References: DepEd Memorandum No. 257, s. 2024

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

**PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE  
ASSESSMENT (PIRPA) FY 2024**

SGOD – corrigendum to the division memorandum no. 257, s. 2024 titled program implementation review and performance assessment (pirpa) for fy 2024  
SGOIBDLQ-000590/ April 04, 2024



Enclosure 1

**Programme of Activities – April 5, 2024**

<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR</b>
<b>8:00 – 8:30 a.m.</b>	Registration	Ian O. Ilao Nicole May R. Lagar
<b>8:30 – 9:00 a.m.</b>	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
<b>9:00 – 9:15</b>	Statement of Purpose	Imelda C. Raymundo SGOD, Chief
<b>9:15 – 10:15</b>	Presentation of Consolidated School PIRPA	Quality- Education Program Supervisor Governance – SEPS, SMME
<b>10:15 – 10:30</b>	<b>HEALTH BREAK</b>	
<b>10:30 – 12:00</b>	Presentation of PPAs' Status, Bottlenecks, Lags, Issues, Concerns, and Catch-up Plans	OSDS
<b>12:00 – 1:00</b>	<b>LUNCH BREAK</b>	
<b>1:00 – 1:15</b>	<b>ENERGIZER</b>	
<b>1:15 – 4:00</b>	Presentation of PPAs' Status, Bottlenecks, Lags, Issues, Concerns, and Catch-up Plans	SGOD CID
<b>4:00 – 4:30</b>	<b>SDS TIME</b>	
<b>4:30 – 5:00</b>	Closing Program	
<b>EMCEE</b>	Regicelle D. Cabaysa	

Enclosure 4

**List of Participants – April 5, 2024**

	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/OFFICE</b>
1	Celedonio B. Balderas Jr.	Schools Division Superintendent	OSDS
2	Jeanette Buera	Records Officer II	Records Unit
3	Dr. Imelda C. Raymundo	SGOD Chief	SGOD
4	Ermelo A. Escobinas	PDO II	CID
5	Dr. Jerome A. Chavez	EPS Math	CID
6	Dr. Christian J. Bables	EPS Filipino	CID
7	Ritchelle F. Quintero	EPS English	CID
8	Louie L. Fulleo	EPS TLE	CID
9	Sherwin C. Quesea	EPS MAPEH	CID
10	Mildred Z. Galleno	EPS Kinder/ALS	CID
11	Teofila A. Ocumen	EPSA II	CID
12	Generosa F. Zubieta	EPS LRMS	CID
13	Montano L. Agudilla Jr.	SEPS SMM&E	SGOD
14	Regicelle D. Cabaysa	OIC-SEPS HRTD	SGOD
15	La Trisha R. Dalit	EPS II	SGOD
16	Joan Kathleen T. Brizuela	EPS II	SGOD
17	Marife R. Lagar	Planning Officer III	SGOD
18	Nicole May R. Lagar	PDO I	SGOD
19	Dr. Cris John Supetran	MO III	SGOD
20	Dr. Jayne Paula Talavera	Dentist II	SGOD
21	Lailani T. Omlas	Nurse II	SGOD
22	Engr. Jaypee A. Escobar	TA III	SGOD
23	Benjamin A. Millares	Budget Officer III	Budget
24	Agnes M. Luzadas	Accountant III	Finance
25	Conrado C. Gabarda	AO V	Administrative Office
26	Grasiela L. Hernandez	HRMO II	Personnel
27	Dianne G. Tan	AO IV – Cashier	Cash Unit
28	Jennelyn M. Mirandilla	OIC-Procurement	Procurement Office
29	Mark Bryan Valencia	ITO I	ICT
30	Ian O. Ilao	ADA II	SGOD
31	Joyce Ann Limbo	Supply Officer II	Supply Unit
32	John Frederick Mendoza	Data Analyst	ICT



Enclosure 5

**Technical Working Committee (TWC)**

April 5, 2024

**Over all 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"> <li>• Prepares Memorandum and other Training Package requirements.</li> <li>• Coordinates with SGOD – Planning for the calendar of activity.</li> <li>• Coordinates with HRTD, ITO, and other concerned offices the conduct of the activity.</li> <li>• Prepares and submits activity completion report (ACR) to EPS-HRTD.</li> </ul>
Over-all Management including (Logistics) L&D	Regicelle D. Cabaysa & La Trisha R. Dalit	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>• Leads the debriefing sessions.</li> <li>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> <li>• Oversees the readiness of the virtual room</li> <li>• Conducts testing of the virtual room prior to its use on the scheduled date of the activity.</li> </ul>
QAME	Joan Khaye T. Brizuela	<ul style="list-style-type: none"> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended</li> </ul>

		solutions and forwards to concerned units/offices.
Medical/First Aid	Lailani T. Omlas	<ul style="list-style-type: none"> <li>Ensures observance/compliance of health protocols.</li> </ul>
Resource Speakers/Facilitators/ Review Committee	Unit Head/Cluster Head	<ul style="list-style-type: none"> <li>Lead/s the discussion of topics.</li> <li>Facilitate/s workshop.</li> <li>Attend/s engages in the debriefing sessions</li> <li>Provide comments, suggestions and recommendations to schools/student leaders.</li> </ul>
Support Staff/s	John Frederick Mendoza	<ul style="list-style-type: none"> <li>Take/s pictures from the opening until closing programs.</li> <li>Ensure/s that registration and attendance sheets are properly and completely accomplished.</li> <li>Assist/s the session facilitators/s in the presentation of slide decks.</li> <li>Ensure/s that sound system and projectors are properly set up.</li> <li>Manages the virtual meeting room.</li> <li>Manage/s unexpected system glitches.</li> </ul>
Certificate	N/A	<ul style="list-style-type: none"> <li>Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Moderator	Regicelle D. Cabaysa	<ul style="list-style-type: none"> <li>Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>Present Agenda outline</li> <li>Discuss relevant session protocol.</li> <li>Moderate Q&amp;A sessions</li> <li>Close out conference</li> </ul> </li> <li>Presents the SOPs in the use of virtual room.</li> </ul>



Utility/Physical Plant	N/A	<ul style="list-style-type: none"> <li>• Prepares and maintain cleanliness and orderliness of session hall.</li> <li>• Ensures that left-over food and used food packs are properly disposed.</li> <li>• Ensures that comfort room have enough supply of water.</li> </ul>
Process Observer/s	Marife R. Lagar	<ul style="list-style-type: none"> <li>• Observe/s the processes being employed by the speaker/facilitator.</li> <li>• Engage/s in the debriefing sessions.</li> </ul>
Class Managers	N/A	<ul style="list-style-type: none"> <li>• Monitor attendance of the participants and assist speakers on the whole durations.</li> <li>• Assist the speaker/facilitator throughout the session.</li> <li>• Take over the session when the speaker/facilitator attends to an emergency call/ matter.</li> <li>• Conducts the MOL.</li> </ul>