



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

23 NOVEMBER 2020

DIVISION MEMORANDUM

No. 318 s. 2020

**PROGRAM IMPLEMENTATION REVIEW CUM CAPACITY BUILDING
 FOR PROGRAM MANAGERS/IMPLEMENTERS**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Unit/Section
 All Others Concerned

1. In reference to DepEd Order 44 s. 2010 known as "Adoption of KRT 3: Quality Assurance and Accountability Framework" Institutionalization of the Quality Management System in DepEd, SDO Tayabas City strengthens PPAs monitoring and evaluation by conducting PIR cum Capacity Building for Program Managers/Implementers.
2. The objectives of the conduct of PIR cum Capacity Building Program for Program Managers are:
 - a. capacitate School Heads on the conduct of program implementation review for improved school operations.
 - b. provide an avenue to assess the physical and fiscal accomplishments from July to November of 2020 vis-à-vis targets as indicated in the Division Annual Implementation Plan (DAIP)/Division Education Development Plan (DEDP) and BE for effective and efficient delivery of services;
 - c. identify the facilitating factors, gaps, causes of gaps and possible solutions as a basis for the provision of technical assistance.
3. The activity will be held on December 4 and 9, 2020 at SDO main building and via google meet for those personnel who are on work from home arrangement. Participants are selected SDO personnel and School Heads, please see the attached enclosure for the complete list of participants.
4. Unit Heads and School Heads are requested to bring their Annual Implementation Plan (AIP) and accomplished template shared on the google drive.
5. Participants are requested to bring laptop and extension wire.
6. Registration will start at 7:45AM and opening program at exactly 8:00 AM.
7. Expenses shall be charged against HRTD funds subject to the usual accounting and auditing rules and regulations.



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8. Attached are the Enclosure 1 Program Matrix, Enclosure 2 List of Participants, and Enclosure 3 Technical Working Committee/Terms of Reference.
9. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO-V
Schools Division Superintendent

Encl.:

As stated

Reference:

DepEd Order 44 s. 2010

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

Monitoring and Evaluation

Planning



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Enclosure 1

PROGRAM MATRIX
December 4, 2020

Time	Activities
7:45-8:00	Registration
8:00 – 8:15	Opening Program
8:15 – 8:45	Program Implementation Review Guide Group A: Maria Corazon A. Borbon Group B: Marife Lagar
8:45 – 10:15	Group A – Cluster 1 Presentation and Technical Assistance Group B - Cluster 2 Presentation and Technical Assistance
9:45 – 10:00	BREAK
10:00 – 11:30	Group A – Cluster 3 Presentation and Technical Assistance Group B - Cluster 4 Presentation and Technical Assistance
11:30 – 12:00	Synthesis of Discussion
12:00 – 1:00	LUNCH BREAK
1:00 – 3:30	Workshop on PPAs Adjustment and Agreement
3:30 – 3:45	BREAK
3:45 – 4:45	Presentation of Adjusted PPAs
4:45 – 5:00	Closing Program

PROGRAM MATRIX
December 9, 2020

Time	Activities
7:45-8:00	Registration
8:00 – 8:15	Opening Program
8:15 – 8:45	SDO DMEA Presentation from the Previous Quarter SEPS M & E Planning Officer
8:45 – 9:45	CID Presentation Discussion of Presentation, Synthesis of Discussion
9:45 – 10:00	BREAK
10:00 – 11:00	SGOD Presentation Discussion of Presentation, Synthesis of Discussion
11:00 – 12:00	OSDS Discussion of Presentation, Synthesis of Discussion
12:00 – 1:00	LUNCH BREAK
1:00 – 2:00	Budget, Accounting, Cashier Presentation Discussion of Presentation, Synthesis of Discussion
2:00 -3:30	Workshop on PPAs Adjustment and Agreement
3:30 – 3:45	BREAK
3:45 – 4:45	Presentation of Adjusted PPAs
4:45 – 5:00	Closing Program



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Enclosure 2

LIST OF PARTICIPANTS December 4, 2020				
No.	Name	Sex	Position	Unit
1	Maylani L. Galicia	F	OIC - ASDS	OSDS
2.	Edwin R. Rodriguez, Ed.D.	M	SGOD - Chief	SGOD
3.	Imelda C. Raymundo	F	CID - Chief	CID
4.	Sancho Calatrava	M	EPS	CID
5.	Georgia P. Talabong	F	EPS	CID
6.	Mildred Z. Galleno	F	EPS	CID
7.	Maria Corazon A. Borbon	F	SEPS	SGOD
8.	Fideliza V. Lucas	F	SEPS	SGOD
9.	Marife Lagar	F	PO III	SGOD
10.	Joan Kathleen T. Brizuela	F	EPS II	SGOD
11.	Agnes Luzadas	F	Accountant II	OSDS
12.	Benjie Millares	M	AO IV	OSDS
13.	Nicole May Lagar	F	PDO	SGOD
14.	Larvin O. Labrada	M	EHT I	Eugencio Francia ES
15.	Adrian N. Naynes	M	TIC	Busal Elem School
16.	Cherry G. Hugo	F	P-I	Dapdap Integrated School
17.	Ingrid A. Palad	F	P-I	Domoit Elem School
18.	Corazon M. Oabel	F	P-I	East Palale ES
19.	Girlie A. Abaricia	F	EHT II	F.E. Lopez ES
20.	Alona C. Crisanto	F	P-II	Gibanga Elem School
21.	Teresa Andaya	F	P-I	Ilasan Elem School
22.	Leonora L. De Rama	F	P-II	Ipilan-Alitao ES
23.	Waldymar E. Pasacsac	M	P-II	Kalumpang ES
24.	Arlene D. Pagana	F	TIC	Katigan-Alupay ES
25.	Natalia A. Andaya	F	EHT III	Lakawan Elem Sch
26.	Luz A. Pacaigue	F	EHT III	Lalo Elem School
27.	Rowena O. Sabiduria	F	P-I	Lawigue Elem Sch
28.	Alita C. Rodriguez	F	OIC	Malao-a/Calantas ES
29.	Roderick O. Hugo	M	P-I	Masin Elem Sch
30.	Jeffrey G. Dimailig	M	TIC	Mate Elem School
31.	Elpidia C. Palayan	F	P-II	North Palale ES
32.	Wenefredo B. Baylongo	M	P-I	Pandakake ES
33.	Cecilia R. Pingol	F	AP II	Potol Elem Sch
34.	Julieta M. Labita	F	EHT III	South Palale ES
35.	Joy B. Go, Ph.D.	F	P-III	Tayabas East CS I
36.	Ronan R. Ranillo	M	P-I	Tayabas West CS I
37.	Lea A. Cosico	F	EHT III	Tayabas West CS II
38.	Dennis O. Labita	M	P-II	Tayabas West CS III
39.	Leah Clado	F	P-II	Tayabas West CS IV
40.	Aldwin Capistrano	M	EHT III	Valencia Elem Sch
41.	Erlinda C. Calabano	F	OIC	Wakas Elem School
42.	Honesto P. Caagbay Jr.	M	P-I	West Palale ES
43.	Evelyn R. Palambiano	F	P-I	West Palale NHS
44.	Michael M. Safred	M	HT III	RQMNHS
45.	Geraldine Constantino	F	Acting	Luis Palad Integrated
46.	Maricel Abella	F	Assistant to	High School



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47.	Ma. Aillen Averila	F	the Principal	
48.	Mary Grace M. Cabili	F	P-I	Buenaventura Alandy NHS

LIST OF PARTICIPANTS
December 9, 2020

No.	Name	Sex	Position	Unit
1	Maylani L. Galicia	F	OIC - ASDS	OSDS
2.	Dr. Edwin R. Rodriguez	M	SGOD - Chief	SGOD
3.	Imelda C. Raymundo	F	CID - Chief	CID
4.	Conrad C. Gabarda	M	AO V	OSDS
5.	Maria Corazon A. Borbon	F	SEPS	SGOD
6.	Fideliza V. Lucas	F	SEPS	SGOD
7.	Marife Lagar	F	PO III	SGOD
8.	Joan Kathleen T. Brizuela	F	EPS II	SGOD
9.	Agnes Luzadas	F	Accountant II	OSDS
10.	Benjie Millares	M	AO IV	OSDS
11.	Josefina Oabel	F	AO IV	OSDS
12.	Kendrick Cabriga	M	ITO	OSDS
13.	Joritz Philip Cabriga	M	OIC - Supply Officer	OSDS
14.	Diannah Tan	F	Cashier	OSDS
15.	Jeanette Buera	F	OIC - Records Officer	OSDS
16	Sancho Calatrava	M	EPS	CID
17.	Dr. Connie Sia	F	MO	SGOD
18.	Luzviminda Saldares	F	EPS II	SGOD
19.	Nicole May Lagar	F	PDO	SGOD
20.	Jerome Javin	M	JO	SGOD

Enclosure 3

Technical Working Committee / Terms of Reference

Committee	Chairperson/s	Terms of Reference
Program Preparation	Maria Corazon A. Borbon	➤ Plans on conduct of the Program ➤ Prepares Matrix of the program ➤ Prepares tools to be accomplished
Documentation	Marife R. Lagar	➤ Documents the days' activities from the opening until the closing program ➤ Prepares and submits complete report including photo taken (Narrative Report)
Facilitator	Joan Kathleen Brizuela Nicole May Lagar	➤ Coordinates with the Program Committee to have a copy of the Program Matrix and in managing the time during program execution.
QAME	Joan Kathleen Brizuela	➤ Oversees the cleanliness, sanitation and safety in the venue ➤ Conducts on-site inspection of the venue ➤ Conducts M & E and gather feedback
Logistics	Fideliza V. Lucas	➤ Prepares and validates the completion of registration forms, attendance sheets and meal attendance sheets with printed information of the participants thereon ➤ Prepares the master list of expected and pre-registered participants ➤ Prepares the venue and other logistics necessary for the activity implementation
Certificate	Jerome Javin	➤ Prepares Certificate of Participation and Appearance
Technical Assistance	Maylani L. Galicia Dr. Edwin R. Rodriguez Imelda C. Raymundo Sancho Calatrava Georgia P. Talabong Mildred Z. Galleno Maria Corazon A. Borbon Marife Lagar Agnes M. Luzadas Benjamin A. Millares	➤ Provides technical assistance during the school's presentation



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