



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

23 July 2024


DIVISION MEMORANDUM
No. 491 s. 2024

**DIVISION PROGRAM IMPLEMENTATION REVIEW AND PLAN 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 known as "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 announces the conduct of the Second Quarter Division PIRPA.
2. 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.
3. The activity shall run in two days:
 - a. Day 1 shall be allotted for the Unit PIRPA on August 2, 2024 from 8:00am–5:00 p.m., and;
 - b. Day 2 shall be done virtual via this link <https://tinyurl.com/SDOTayabasPIRPA2ndQ> on August 5, 2024 from 8:00 – 5:00 p.m.
4. The participants of the activity are the Education Program Supervisors, unit heads, school heads, and the school planning team.
5. Each Unit must accomplish the PIRPA Template available in this link <https://tinyurl.com/SDOTayabasPIRPA2ndQTemplate> and prepare a presentation. Submission of outputs shall be thru this folder <https://tinyurl.com/SDOTayabasPIRPA2ndQDepository>.

6. 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.
7. For strict and immediate compliance.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated.

References: DM No. 29, s. 2022

To be indicated in the Perpetual Index
Under the following subject:

PROGRAM IMPLEMENTATION REVIEW AND PLAN ADJUSTMENT

SGOD – division program implementation review and plan adjustment (pirpa) for fy 2024
SGONTOKA-001307/July 23, 2024

Enclosure 1

Programme of Activities – August 5, 2024

TIME	ACTIVITY	FACILITATOR
8:30 – 9:00 a.m.	Registration	Support Staff
9:00 – 9:15 a.m.	Nationalistic Song Prayer CALABARZON March Tayabas Hymn	AVP Ian Ilao
	Roll Call of Participants	Montano L. Agudilla Jr.
	Welcome Remarks	Herbert D. Perez ASDS
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
9:15 – 9:30	Statement of Purpose	Dr. Imelda C. Raymundo SGOD Chief
9:30 – 9:40	Health break	
9:40 – 12:00	Reporting and Feedbacking	OASDS Admin Unit Accounting Budget Cash Personnel Supplies ICT Records
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Reporting and Feedbacking	CID
2:30 – 4:00	Reporting and Feedbacking	SGOD
4:00 – 5:00	SDS TIME	Celedonio B. Balderas Jr. Schools Division Superintendent

Enclosure 2

List of Participants – August 5, 2024

NAME	POSITION	SCHOOL/OFFICE
Celedonio B. Balderas Jr.	Schools Division Superintendent	OSDS
Herbert D. Perez	Schools Division Superintendent	ASDS
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
Sandino Andrey	EPS-Social Studies	CID
Dr. Maria Corazon Borbon	EPS SGOD	SGOD
Montano L. Agudilla Jr.	SEPS SMM&E	SGOD
Regicelle D. Cabaysa	OIC-SEPS HRTD	SGOD
LA Trisha Dalit	EPS II	SGOD
Joan Kathleen T. Brizuela	EPS II	SGOD
Marife R. Lagar	Planning Officer III	SGOD
Ariel Cabuyao	PDO II	SGOD
Nicole May R. Lagar	PDO I	SGOD
Dr. Cris John Supetran	MO III	SGOD
Alelie A. Padillo	Nurse II	SGOD
Lailani T. Omlas	Nurse II	SGOD
Mariles F. Contreras	Nurse II	SGOD
Dr. Jayne Paula T. Tulio	Dentist	SGOD
Benjie Millares	Budget Officer III	Budget
Agnes Luzadas	Accountant III	Finance
Conrado Gabarda	AO V	Administrative Office
Grasiela Hernandez	AO IV – HRMO	Personnel
Jennelyn M. Mirandilla	Admin II	OIC-Procurement Office
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 I	BAHNS
Adrian Naynes	Head Teacher III	Busal ES
Dr. Michael Safred	Assistant Principal II	DIS
Girlie 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
Julietta Labita	Head Teacher III	Lalo ES
Ingrid Palad	Principal I	Lawigue ES
Dr. Gener De Los Reyes	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
Emelia Eclarin	OIC-School Head	TCNHS
Montano L. Agudilla Jr.	OIC-School Head	Talolong School Integrated

Enclosure 3

**Technical Working Committee (TWC)
August 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"> • 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	<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.
Resource Speakers/Facilitators/ Review Committee	Per cluster/per unit	<ul style="list-style-type: none"> • Lead/s the discussion of topics. • Facilitate/s workshop. • Attend/s engages in the debriefing sessions • Provide comments, suggestions and recommendations to schools/student leaders.
Support Staff/s	<p>Day 1: Per unit</p> <p>Day 2: ICT Personnel</p>	<ul style="list-style-type: none"> • Document/s the program from Day 1 to Day 2 • 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	LA Trisha Dalit	<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	Dr. Maria Corazon Borbon	<ul style="list-style-type: none"> Observe/s the processes being employed by the speaker/facilitator. Facilitate/s the feedbacking during the reporting 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.

Technical Controller	Ian Ilao	<ul style="list-style-type: none">• Plays the video presentation for the MOL• Assists in the management of meeting links and other links related to the activity.
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