



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

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13 DEC 2021

DIVISION MEMORANDUM

No. 6401 s. 2021

**FOURTH QUARTER VIRTUAL PROGRAM IMPLEMENTATION REVIEW (PIR)**

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

1. In reference to DepEd Order No. 44 s. 2010 known as "Adoption of KRT 3: Quality Assurance and Accountability Framework" Institutionalization of the Quality Management System in DepEd, and DepEd Order No. 011, s. 2021 Guidelines on the Operationalization of the Program Management Information System, SDO Tayabas City strengthens PPAs monitoring and evaluation by conducting Fourth Quarter Virtual Division Program Implementation Review (PIR) for School Heads.
2. The objectives of the activity are:
  - a. provide an avenue to assess the end-year physical and fiscal accomplishments 2021 vis-à-vis targets as indicated in the School Annual Implementation Plan (AIP) and BE-LCP for effective and efficient delivery of services.
  - b. identify the facilitating factors, gaps, causes of gaps and possible solutions as a basis for the provision of technical assistance
  - c. set future directions for PPAs implementation reflected in the BE-LCP and AIP.
  - d. promote transparency in the implementation of PPAs.
3. The activity will be held on December 17, 2021 via google meet. Participants are School Heads, Assistant Principals and Select SDO Personnel.
4. School Heads are requested to review their Annual Implementation Plan (AIP) and BE LCP. Prepare a 5minute video presentation covering all PPAs for Access, Quality and Governance. Video presentation must include the PPAs target and accomplishment, issues and challenges, lessons learned and ways forward.
5. Participants are requested to register on this link for confirmation of attendance <https://tinyurl.com/4thQPIR2021> on or before December 16, 2021.
6. Expenses are chargeable against local funds (Division/School MOOE) subject to the usual accounting and auditing rules and regulations.



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615

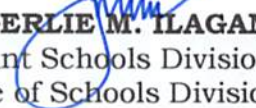


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7. Attached are Enclosure 1 Program Matrix, Enclosure 2 List of Participants and Schedule and Enclosure 3 Technical Working Group with Terms of Reference.
8. Immediate dissemination of this memorandum is desired.

  
**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
OIC - Office of Schools Division Superintendent

Encl.:  
As stated

Reference:  
DepEd Order No. 44 s. 2010  
DepEd Order No. 011, s. 2021

To be indicated in the Perpetual Index under the following subjects:  
Monitoring and Evaluation  
Planning  
Program Implementation Review

Enclosure 1

PROGRAM MATRIX  
December 17, 2021

Time	Activities
8:30 – 8:45	<p>Opening Program</p> <p>National Anthem AVP</p> <p>Prayer AVP</p> <p>Checking of Attendance SEPS HRTD</p> <p>Message SDS</p> <p>Rationale and Objectives SGOD - Chief</p>
8:45 – 10:00	<p>Group A – Presentation and Technical Assistance</p> <p>EFES, Domoit ES, FELES, Ipilan-Alitao ES, Gibanga ES, Kalumpang ES, Potol ES, Malaoa/Calantas ES, Lalo ES, TWCS I, TWCS II, TWCS III, TWCS IV</p>
10:00 – 10:15	BREAK
10:15 – 12:00	<p>Group A – Presentation and Technical Assistance</p> <p>Busal ES, Wakas ES, Katigan-Alupay ES, Ilasan ES, East Palale ES, SPES, Lawigue ES, Alsam ES, West Palale ES, Mate ES, North Palale ES, Pandakake ES, Masin ES</p>
12:00 – 1:00	LUNCH BREAK
1:00 – 3:00	<p>Group B - Presentation and Technical Assistance</p> <p>Lakawan ES, TECS, Valencia ES, Dapdap ES, Buenaventura ANHS, RQINHS, West Palale NHS, LPIHS</p>
3:00 – 3:15	BREAK
3:15 – 4:45	SDS Time
4:45 – 5:00	Closing Program



Enclosure 2

LIST OF PARTICIPANTS December 17, 2021				
No.	Name	Sex	Position	Unit
1.	Gerlie M. Ilagan, CESO VI	F	OIC-SDS	OSDS
2.	Antonio P. Faustino Jr	M	OIC – ASDS	OSDS
3.	Imelda C. Raymundo	F	CID – Chief	CID
4.	Edwin R. Rodriguez, Ed.D.	M	SGOD –Chief	SGOD
5.	Sancho Calatrava	M	EPS	CID
6.	Georgia P. Talabong	F	EPS	CID
7.	Dr. Christian Bables	M	EPS	CID
8.	Dr. Jerome Chavez	M	EPS	CID
9.	Dr. Joseph Jay Aureada	M	EPS	CID
10.	Louie Fulleo	M	EPS	CID
11.	Generosa Zubieta	F	EPS	CID
12.	Conrado C. Gabarda	M	AO V	OSDS
13.	Agnes M. Luzadas	F	Accountant III	OSDS
14.	Benjamin A. Millares	M	Budget Officer III	OSDS
15.	Maria Corazon A. Borbon	F	SEPS	SGOD
16.	Luzviminda E. Saludaes	F	SEPS	SGOD
17.	Marife Lagar	F	PO III	SGOD
18.	Jean Rose D. Rabano	F	EPS II	SGOD
19.	Joan Kathleen T. Brizuela	F	EPS II	SGOD
20.	Dra. Connie Sia	F	MO III	SGOD
21.	Nicole May R. Lagar	F	PDO I	SGOD
22.	Adrian Maano	M	PDO II	SGOD
23.	Larvin O. Labrada	M	EHT I	Eugenio Francia ES
24.	Roderick O. Hugo	M	P-I	Masin ES
25.	Joy B. Go, Ph.D.	F	P-III	TECS
26.	Ingrid A. Palad	F	P-I	Domoit Elem School
27.	Girlye A. Abaricia	F	EHT II	F.E. Lopez ES
28.	Alona C. Crisanto	F	P-II	Gibanga Elem School
29.	Maida Yanela	F	T-III	Ipilan-Alitao ES
30.	Waldymar E. Pasacsac	M	P-II	Kalumpang ES
31.	Cecilia R. Pingol	F	AP II	Potol Elem Sch
32.	Alita C. Rodriguez	F	OIC	Malao-a/Calantas ES
33.	Luz A. Pacaigue	F	EHT III	Lalo Elem School
34.	Adrian N. Naynes	M	TIC	Busal Elem School
35.	Ronan R. Ranillo	M	P-II	TWCS I
36.	Lea Cosico	F	EHT III	TWCS II
37.	Leah Clado	F	P-I	TWCS IV
38.	Dennis Labita	M	P-II	TWCS III
39.	Elpidia C. Palayan	F	P-II	Wakas Elem School
40.	Arlene D. Pagana	F	TIC	Katigan-Alupay ES
41.	Teresa Andaya	F	P-I	Ilasan Elem School
42.	Corazon M. Oabel	F	P-I	East Palale ES
43.	Julieta M. Labita	F	EHT III	South Palale ES
44.	Rowena O. Sabiduria	F	P-I	Lawigue Elem Sch



45.	Babylyn Olandes	F	EHT III	Alsam Elem School
46.	Honesto P. Caagbay Jr.	M	P-I	West Palale ES
47.	Jeffrey G. Dimailig	M	TIC	Mate Elem School
48.	Wenefredo B. Baylongo	M	P-I	North Palale ES
49.	Lorynel De Sagun	F	EHT III	Pandakake ES
50.	Natalia A. Andaya	F	EHT III	Lakawan Elem Sch
51.	Roderick O. Hugo	M	P-I	Masin Elem Sch
52.	Joy B. Go, Ph.D.	F	P-III	Tayabas East CS I
53.	Cherry G. Hugo	F	P-I	Dapdap Integrated School
54.	Aldwin Capistrano	M	EHT III	Valencia Elem Sch
55.	Evelyn R. Palambiano	F	P-I	West Palale NHS
56.	Michael M. Safred	M	HT III	RQINHS
57.	Mary Grace M. Cabili	F	P-I	Buenaventura Alandy NHS
58.	Dr. Gener C. Delos Reyes	M	P-IV	Luis Palad Integrated High School



Enclosure 3

**Technical Working Committee (TWC)**

*December 17, 2021*

Over-all Chairperson: Gerlie M. Ilagan, CESO VI  
OIC - Schools Division Superintendent

Co- Chairpersons: Antonio P. Faustino Jr.  
OIC - Assistant Schools Division Superintendent  
Dr. Edwin R. Rodriguez  
CES – SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Maria Corazon A. Borbon	<ul style="list-style-type: none"> <li>• Prepares Training Design and other Training Package requirements.</li> <li>• Coordinates with SEPS-HRTD on other activity requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SEPS-HRTD.</li> </ul>
Over-all Management including (Logistics) L&D	Jean Rose D. Rabano	<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>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> </ul>
QAME	Joan Kathleen Brizuela	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Medical/First Aid	N/A	<ul style="list-style-type: none"> <li>• Ensures observance/compliance of health protocols including but not limited to conduct of Triage.</li> <li>• Administers first aid and health services during the event.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.</li> </ul>
Resource Speakers/Facilitators	NA	<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> </ul>
Support Staff/s	Jayron Baer Frenalyne Tabernilla	<ul style="list-style-type: none"> <li>• Take/s pictures from the opening until closing programs.</li> <li>• Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>• Assist/s the session facilitators/s</li> <li>• Manage/s unexpected system glitches.</li> </ul>
Certificate	Jerome Javin	<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	Maria Corazon A. Borbon	<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> </ul>