



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

120722 - 009

07 DEC 2022

DIVISION MEMORANDUM

No. 747 s. 2022

**FOURTH QUARTER DIVISION MONITORING, EVALUATION AND ADJUSTMENT
(DMEA) CUM PROGRAM IMPLEMENTATION REVIEW (PIR)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
EPSs/PSDSs
Heads, Public Elementary and Secondary Schools
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 Division Monitoring, Evaluation and Adjustment (DMEA) cum Program Implementation Review (PIR) for School Heads and SDO Personnel.

2. The objectives of the activity are:

- a. provide an avenue to assess the second quarter physical and fiscal accomplishments 2022 vis-à-vis targets as indicated in the School Annual Implementation Plan (AIP) and BE-LCP for effective and efficient delivery of services.
- b. Adjust Annual Implementation Plan (2022) to ensure effective PPAs implementation.
- c. promote transparency in the implementation of PPAs.

3. The activity will be held on December 9 & 15, 2022 at the 4th Floor of Puente de Alitao-SDO Tayabas. December 9, 2022 is a clustered school presentation to be led by the respective EPS/PSDS, whereas, December 15, 2022 is a Division presentation by the different units and functional divisions heads.

4. Attached are Enclosure 1 Program Matrix, Enclosure 2 List of Participants and Enclosure 3 Technical Working Group with Terms of Reference.

5. School Heads are requested to review their Annual Implementation Plan (AIP) and LRP. Prepare a powerpoint presentation covering the Four Pillars such as, ACCESS, QUALITY, EQUITY and RESILIENCE and WELL-BEING including implementation of Phase 1 and 2 of AGUYOD Learning Recovery Program. Presentation must include the PPAs target and accomplishment, issues and challenges, lessons learned and ways forward.



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6. Participants are requested to register on this link for confirmation of attendance <https://tinyurl.com/DMEA-CUM-PIR-2022> on or before December 9, 2022.
7. Immediate dissemination of this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
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



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Enclosure 1

PROGRAM MATRIX
December 9, 2022

Time	Activities
8:30 – 8:45	Opening Program National Anthem AVP Prayer AVP Checking of Attendance SEPS M&E Message SDS Rationale and Objectives SGOD – Chief Reminders
8:45 – 12:00	BREAK OUT SESSIONS PER CLUSTER (FACILITATORS: EPS/PSDS) Tasks: Presentation, TA for Adjustment
12:00 – 1:00	LUNCH BREAK
1:00 – 4: 30	Adjustment
4:30 – 5:00	Closing Program



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PROGRAM MATRIX
December 15, 2022

Time	Activities
7:45-8:00	Registration
8:00 – 8:15	Opening Program
	National Anthem AVP
	Prayer AVP
	Checking of Attendance HRMO
	Message SDS
	Rationale and Objectives SGOD - Chief
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 9, 2022				
No.	Name	Sex	Position	Unit
1	Imelda C. Raymundo	F	CID – Chief	CID
2	Edwin R. Rodriguez, Ed.D.	M	SGOD –Chief	SGOD
CLUSTER I				
3	Sancho Calatrava	M	EPS	CID
4	Natalia A. Andaya	F	Head Teacher III	Gibanga ES
5	Cherry G. Hugo	F	Principal I	Tayabas West CS I
6	Waldymar E. Pasacsac	M	Principal II	Tayabas West CS III
7	Mary Grace M. Cabili	F	Principal II	West Palale National High School
8	Ingrid A. Palad	F	Principal I	Lawigue ES
CLUSTER II				
9	Dr. Jerome A. Chavez	M	EPS	CID
10	Larvin O. Labrada	M	Head Teacher I	Alsam ES
11	Evelyn R. Palambiano	F	Principal I	Rosario Quesada Integrated National High School
12	Ronan R. Ranillo	M	Principal II	Tayabas East CS
13	Ronald Hugo	M	Teacher III	Tayabas East CS
14	Leah C. Clado	F	Principal I	Wakas ES
15	Honesto P. Caagbay, Jr.	M	Principal I	Tayabas West CS II
CLUSTER III				
16	Louie L. Fulleo	M	EPS	CID
17	Alona C. Crisanto	F	Principal II	Ipilan-Alitao ES
18	Alita C. Rodriguez	F	OIC	Malao-A/Calantas ES
19	Gener C. Delos Reyes	M	Principal IV	Luis Palad Integrated High School
20	Aileen Averilla	F	Assist. to the Principal	Luis Palad Integrated High School
21	Gerladine Constantino	F	Assist. to the Principal	Luis Palad Integrated High School
22	Maricel Abella	F	Assist. to the Principal	Luis Palad Integrated High School
23	Adrian Maano	M	OIC School Head	Pandakake Elem School
CLUSTER IV				
24	Richelle P. Quintero	M	EPS	CID
25	Maria Corazon A. Borbon	F	OIC	Buenaventura Alandy National High School
26	Joel Dela Cruz	M	Master Teacher I	Buenaventura Alandy National High School
27	Luz A. Pacigue	F	Head Teacher III	Eugenio Francia ES
28	Lea A. Cosico	F	Head Teacher III	Lakawan ES



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29	Roderick O. Hugo	M	Principal I	Potol ES
CLUSTER V				
30	Sherwin C. Quesea	M	EPS	CID
31	Michael M. Safred	M	Head Teacher III	Dapdap Integrated School
32	Jean Rose Gonzaga	F	Teacher III	Dapdap Integrated School
33	Julieta M. Labita	F	Head Teacher III	Lalo ES
34	Rowena O. Sabiduria	F	Principal I	Tayabas West CS IV
35	Wenefredo B. Baylongo	M	Principal I	West Palale ES
CLUSTER VI				
36	Dr. Christian Bables	M	EPS	CID
37	Adrian N. Naynes	M	Teacher-In-Charge	Busal ES
38	Elpidia C. Palayan	F	Principal II	East Palale ES
39	Babylyn T. Olandes	F	Head Teacher III	North Palale ES
40	Corazon M. Oabel	F	Principal I	South Palale ES
CLUSTER VII				
41	Mildred Z. Galleno	F	EPS	CID
42	Girlie A. Abaricia	F	Head Teacher II	Domoit ES
43	Dennis O. Labita	M	Principal II	Froilan E. Lopez ES
44	Teresa E. Andaya	F	Principal I	Kalumpang ES
45	Luviminda Saludarez	F	SH	Mayuwi Community School
46	Lorynel C. De Sagun	F	Head Teacher III	Mate ES
CLUSTER VIII				
47	Dr. Jay U. Aureada	M	EPS	CID
48	Joy B. Go	F	Principal III	Ilasan ES
49	Arlene D. Pagana	F	Teacher-In-Charge	Katigan-Alupay ES
50	Aldwin V. Capistrano	M	Head Teacher III	Masin ES / Valencia ES
51	Generosa Zubieta	F	EPS	CID
52	Benjamin A. Millares	M	Budget Officer III	OSDS
53.	Marvin Rosales	M	Division Coordinator - Planning	SGOD
54	Joan Kathleen T. Brizuela	F	EPS II	SGOD
55	Alelie A. Padillo	F	MO III	SGOD
56.	PHILIP NERIUS MABILIN	M	ICT-JO	ICT



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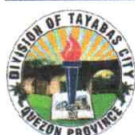
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LIST OF PARTICIPANTS
December 15, 2022

No.	Name	Sex	Position	Unit
1	NATIVIDAD P. BAYUBAY	F	SDS	OSDS
2	ANTONIO P. FAUSTINO, JR.	M	OIC-ASDS	OSDS
3	IMELDA C. RAYMUNDO	F	CID – Chief	CID
4	CONRAD C. GABARDA	M	AO V	OSDS
5	EDWIN R. RODRIGUEZ	M	CES-SGOD	SGOD
6	MARIA CORAZON A. BORBON	F	EPS-SGOD	SGOD
7	MARILOU C. CUATERNIO	F	ADAS III / OIC-Accounting Officer	OSDS
8	CHRISTIAN J. BABLES	M	EPS	CID
9	MARVIN J. ROSALES	F	HT-III / OIC-PO-III	SGOD
10	BENJIE A. MILLARES	M	AO IV	OSDS
11	JOSEFINA R. OABEL	F	AO IV	OSDS
12	JEANETTE M. BUERA	F	OIC – Procurement Officer	OSDS
13	DIANAH G. TAN	F	Cashier	OSDS
14	SANCHO C. CALATRAVA	M	EPS	CID
15	MILDRED Z. GALLENO	F	EPS	CID
16	ALELIE A. PADILLO	F	MO	SGOD
17	MONTANO L. AGUDILLA	M	SEPS-M&E	SGOD
18	JOYCE ANNE P. LIMBO	F	Supply Officer IV	OSDS
19	MA. JOBELLE M. MALIJAN	F	Record Officer	OSDS
20	ADRIAN D. MAAÑO	M	PDO-II	OSDS



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Enclosure 3

Technical Working Committee (TWC)
December 9 & 15, 2022

Over-all Chairperson: Antonio P. Faustino Jr.
OIC - Assistant Schools Division Superintendent

Co- Chairpersons: Dr. Edwin R. Rodriguez
CES – SGOD
Montano L. Agudilla Jr.
SEPS M&E

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



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Resource Speakers/Facilitators	NA	<ul style="list-style-type: none"> • Lead/s the discussion of topics. • Facilitate/s workshop. • Attend/s engages in the debriefing sessions.
Support Staff/s	Philip Neri Mabilin Jerome Javin	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Manage/s unexpected system glitches.
Certificate	Jerome Javin	<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	Maria Corazon A. Borbon Montano L. Agudilla Jr.	<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



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