



Republic of the Philippines
Department of Education
Region IV – A CALABARZON
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM NO. 251-2018

**TO : FUNCTIONAL DIVISION UNITS
ALL DIVISION PERSONNEL**

FROM : DR. CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT: PROGRAM IMPLEMENTATION REVIEW (FIRST SEMESTER)

DATE : July 31, 2018

1. This office in collaboration with the CID and SGOD and Finance Division will be holding the 2018 First Semester Program Implementation Review (PIR) for programs and projects as reflected in the AIP. Will be held on August 1-3 , 2018 at TECS II – HE Room.
2. Specifically, the activity has the following objectives:
 - a. Review the status of program implementation vis-à-vis the DAIP Financial Plan (WFP) 2018.
 - b. Identify implementation bottlenecks and discuss the corresponding actions taken and proposed solutions;
 - c. Make necessary adjustments to enhance program implementation.
3. All incidental expense that will be incurred in the said activity shall be charged against local funds to usual accounting and auditing rules and regulations.
4. Immediate dissemination of this memorandum is desired.

Participants to this activity are the CID, SGOD, Administration, Budget and Finance personnel.

PROGRAM IMPLEMENTATION REVIEW (First Semester)

INDICATIVE PROGRAM ACTIVITIES

DAY 1

TIME	ACTIVITY	PRESENTER
8:00 – 8:15 AM	Opening Program <ul style="list-style-type: none"> - National Anthem - Prayer - CALABARZON MARCH 	QAD Staff
8:15 – 12:00 NN	Management Review	Catherine P. Talavera, CESO VI - SDS
LUNCH BREAK		
1:00 – 5:00 PM	Presentation of first Semester Accomplishments Report using the attached Template	CID Chief SGOD Chief Admin Finance

Day 2

TIME	ACTIVITY	PRESENTER
8:00 – 8:15 AM	ADJUSTMENT	QAD STAFF
8:15 – 11:30 AM	Physical and Financial Plan 2018 (AIP)	Catherine P. Talavera, CESO VI –SDS Planning Officer
LUNCH BREAK		
1:00 – 2:30 PM	Calendar of Activities based on WFP 2018 Budget	Functional Division Units
2:30 – 4:00 PM	Catch Up Plans for 2 nd semester spill-over activities	
4:00 – 4:30 PM	Next steps	
4:30 – 5:00 PM	Closing Program	

Day 3

TIME	ACTIVITY	PRESENTER
8:00 – 8:15 AM	OM Presentation	Administration Unit/ CID Unit
8:15 – 11:30 AM		
LUNCH BREAK		
1:00 – 2:30 PM	OM Presentation	SGOD Unit
2:30 – 4:00 PM	OM Presentation	Finance Unit
4:00 – 4:30 PM	Critiquing	Catherine P. Talavera - SDS
4:30 – 5:00 PM	Closing Program	



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



Template 1

ACCOMPLISHMENTS REPORT

KRA	TARGET PPAs	ACCOMPLISHMENTS REPORT	ISSUES AND CONCERNS

Template 2

2ND SEMESTER WFP 2018

KRA	ADJUSTED PPAs	TIMELINE OF ACTIVITIES

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

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