



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

January 2, 2025

DIVISION MEMORANDUM

No. 002 s. 2025

**THE CONDUCT OF THE QUARTERLY DIVISION PROGRAM
IMPLEMENTATION REVIEW (PIR) FOR CY 2025**

To: OFFICE OF THE SDS
OFFICE OF THE ASDS
OFFICE OF THE CID
OFFICE OF THE SGOD
All others concerned

1. To ensure the efficiency, effectiveness and assuring the quality of the Delivery of basic education services in the public schools, DepEd Tacloban City through Monitoring and Evaluation Unit (M & E) of School Governance and Operations Division will conduct the **Quarterly Program Implementation Review (PIR) for CY 2025** at a venue to be announced later.
2. The following activities are to be followed:

2.1 SCHEDULES

Quarter	Tentative Date	Activity
Quarter 1	April 10-11, 2025	Q1 PIR
Quarter 2	July 10-11, 2025	Q2 PIR
Quarter 3	October 9-10, 2025	Q3 PIR
Quarter 4	December 22-23, 2025	Q4 PIR

2.2 ACTIVITIES

- a. Present the appropriate, relevant and accurate information necessary for the adjustments of work plan and strategies;
 - b. Discuss the issues and concerns encountered in the Third Quarter and action taken; and
 - c. Set recommendations/agreements/actions to improve performance.
3. The PIR/DMEA proper shall only focus on the following terms of engagement:
 - ✓ All unit/section heads shall encode the reports/accomplishments with complete numerical data, findings, interpretation and analysis.
 - ✓ The unit/section heads shall present their quarterly accomplishments

- ✓ All Programs and Projects (PAPs) and Inclusive Education Program focal person shall present their updates and accomplishments using the prescribed template.
- 4. **It is highly encouraged that the conduct of the internal monitoring and evaluation (M&E) per functional division be managed within 7 days before the scheduled division PIR.**
- 5. The participants and budget matrix of this activity per quarter are the following:

SGOD

Dr. Melani D. Escobarte
Dr. Delilah M. Delos Santos
Dr. Meriam M. Gualdrapa
Dr. Mary Phoebe Quiban
Dr. Adoracion Cortaga
Mr. Angelo V. Alcaraz
Mr. Jade B. Calleja
Mrs. Jenith II S. Gabisay
Mr. Roger D. Dagale
Mr. Manolito C. Bolpa
Ms. Evangeline J. Badrina
Mr. Crisvill M. Villamor
Ms. Rizza P. Deliva
Engr. Rafael Lanza

CID

Mark Chester Anthony G. Tamayo
Dr. Niceta I. Galura, JD
Dr. David C. Alcober
Dr. Lita V. Jongco
Dr. Karen Raz
Dr. Abegaile B. Rodrigo
Dr. Alma V. Macanip
Dr. Joelma Dagami
Dr. Monina E. Gabrino
Dr. Nilo M. Eder
Dr. Greg L. Galos
Dr. Miguel Jr. V. Dumas
Dr. Jessica M. Abril
Mr. Ranulfo I. Baay
Dr. Arnulfo Q. Banzon
Mr. Charlemagne T Escobarte
Dr. Laura Gretel M. Cadiong
Dr. Bernaldo Basiano
Dr. Ronald Llaneta
Dr. Annie D. Pagatpat
Dr. Juliet L. Lim

OSDS


- ASDS – Henrietta T. Managbanag
- Mr. Rodel R. Naval
- Ms. Ma. Nessa L. Homeres
- Mr. Francisco A. Anchojas
- Ms. Jenneth S. Lagunzad
- Ms. Carmela E. Torres
- Ms. Naisy M. Brosas
- Mr. Donald Jake Superable
- Ms. Nancy O. Aninao
- Atty. Socorro T. Pancipanci

Two (2) Secretariat

Budget Matrix


Quarter	No. of Pax	Budget Per Pax	No. of Days	Total
Q1	47	600	2	56,400
Q2	47	600	2	56,400
Q3	47	600	2	56,400
Q4	47	600	2	56,400
Grand Total	188	600	2	225,600

6. Participants for each quarter are expected to bring laptop, extension wire and the necessary MOVs every quarter expected for each concerned personnel.
7. The MOVs intended for individual IPCRF, Division Chiefs OPCRF, and SDO OPCRF shall be the full responsibility of each concerned personnel to provide all those mentioned forms for the purpose of rating to those offices through accounting the compliance for quality, efficiency, and timeliness as commitments for the current year.
8. Expenses incurred shall be charged to **OSDS Local Funds** subject to usual accounting and auditing rules and regulations.
9. Your attendance is highly appreciated.
10. **Dates/schedules set for every quarter are subject to change within a particular week.**
11. Immediate and wide dissemination of this memorandum are desire.


SHERLITA A. PALMA, EdD, CESO VI
 OIC-Schools Division Superintendent *palma*



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RELEASED
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