



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

March 19, 2024

DIVISION MEMORANDUM
No. 181, s. 2024

CY 2024 PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT (PIRPA) FOR SDO CATANDUANES

To : Assistant Schools Division Superintendent
Chief Education Supervisors-SGOD and CID
Education Program Supervisors-SGOD and CID
Public Schools District Supervisors/District-In-Charge
Elementary and Secondary School Heads
SDO Unit/Section Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 244, s. 2024 re: CY 2024 Program Implementation Review and Performance Assessment (PIRPA) for DepEd Region V, this **Office** through the School Governance and Operations Division, School Management, Monitoring and Evaluation (SGOD-SMME) shall conduct the **CY 2024 PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT (PIRPA) FOR SDO CATANDUANES**.

2. The Program Implementation Review and Performance Assessment (PIRPA) as an M&E mechanism of the BEMEF (DepEd Order No. 29, s. 2022: Adoption of the Basic Education Monitoring and Evaluation Framework) intends to simultaneously measure the progress of implementation of the PPAs within and across the organization, the performance of offices and schools based on the targets set in the Office Performance Commitment and Review Form (OPCRF), and their contribution to organizational outcomes. It will track the accomplishments of PPAs and the delivery of outputs within the Department's set quality, efficiency, and timeliness standards. Through this mechanism, DepEd gets a timely response to bottlenecks, constraints, and challenges affecting the delivery of basic education services. This will also ensure that the best practices, valuable lessons learned, and progressive improvement of program implementation are learned and utilized in various development processes to enhance future PPA.

3. The following are the objectives of the conduct of PIRPA:
- Presentation of Physical and Financial accomplishments including the results of assessments;
 - Presentation of issues and concerns and those needing decisions from the Top Management;
 - Presentation of Planning, Procurement, and Financial Updates; and
 - Responses and commitments from the program proponents and implementers especially those identified PPAs for achieving their targets;
4. On the scheduled Division Quarterly PIRPA, **the Chiefs of the three (3) Functional Divisions shall be given 20 minutes for the presentation and another**



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20 minutes for the discussion/interpellation with the Discussion Panel/TWG. On the other hand, **Schools are advised to conduct their School PIRPA** following the schedule provided in this Memorandum and shall **submit PIRPA Reports to this Office through the SGOD-SMME unit a week after the conduct of the School PIRPA.** PIRPA Templates for the Schools can be accessed through this Link: <https://tinyurl.com/Q124schPIRPA> while Templates for SDO Offices shall be emailed to the Head of the Functional Divisions/Unit Heads.

5. Enclosed in this Memorandum are the following:
 - a. School and SDO PIRPA Team/TWGs- Terms of Reference/Roles and Responsibilities
 - b. Executive Technical Committees
 - c. Schedule of PIRPA
 - d. List of Participants (SDO Quarterly PIRPA)
 - e. Matrix of Activities
 - f. Discussion Leaders

1. For inquiries or any clarifications, all concerned may contact Sarah S. Chiong, SEPS-SMME through email address: sarah.chiong@deped.gov.ph.

2. For information, immediate dissemination and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SGOD/SMME/SSC/AVAI
03/19/2024

Reference: RM 244, s. 2024: CY 2024 Program Implementation Review and Performance Assessment (PIRPA) for DepEd Region V

Enclosure No. 1 to Division Memorandum No. _____, s. 2024



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TECHNICAL WORKING GROUP (TWGs)/DIVISION PIRPA TEAM

Level of Governance	Lead	Process Owner	Technical Working Group
Schools Division Office	Schools Division Superintendent and Assistant Schools Division Superintendent	1. School Governance and Operations Division- School Management Monitoring and Evaluation Section- Program Implementation Review (SGOD-SMME-PIR) 2. School Governance and Operations Division- Planning and Research Section- Plan Adjustment (SGOD-PRS-PA)	<ul style="list-style-type: none"> Office of the Schools Division Superintendent -Administrative Officer V (Admin) -Administrative Officer V (Budget) -Division Accountant -HRMO -Personnel In-charge of PMIS
			<ul style="list-style-type: none"> Bids and Awards Committee Secretariat
			<ul style="list-style-type: none"> Curriculum Implementation Division -CID Chief -Personnel In-charge of PMIS
			<ul style="list-style-type: none"> School Governance and Operations Division -SGOD Chief -SMME SEPS -HRD SEPS -PRS SEPS -Planning Officer -TA Coordinator -Personnel In-charge of PMIS



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SCHOOL PIRPA TEAM

Level of Governance	Lead	Process Owner	Technical Working Group
Schools and Learning Centers	School Head	Monitoring and Evaluation In-Charge (PIR) Planning and Research In-Charge (PA)	M&E In-charge Planning and Research Human Resource TA Provider Finance Team Bids and Awards Committee Admin. Office PMIS In-charge

The **Process Owners** of the PIR and Plan Adjustment shall oversee and manage the conduct of the PIRPA in accordance with the established standards. They are responsible to collect data on physical and financial accomplishments, issues/concerns including recommendations to ensure implementation of PPAs, maintain a database facility to ensure that data and information collected from the PIRPA are properly managed and utilized, integrate reports, and ensure its dissemination. **Performance Assessment** in all governance levels shall be managed by the **created Performance Management Team (PMT)** whose functions are defined in DepEd Order No. 2, s. 2015: Guidelines on the Establishment and Implementation of Results-based Performance Management System (RPMS) at the Department of Education. All **Heads of Offices** shall be responsible in the monitoring of their respective OPCRFs vis-à-vis the WFPs or School Improvement Plan (SIP) in case of Schools. The **Technical Working Group** shall assist the process owners in the actual conduct of the PIRPA to ensure in-depth analysis of physical, financial, procurement, and overall performance assessment will be undertaken and captures recommendations to deliver the goods and services of PPAs as planned. All **Operating Units** in all levels of governance shall be responsible to ensure the smooth implementation of the PIRPA.



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Enclosure No. 2 to Division Memorandum No. 181, s. 2024

**CY 2024 PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE
ASSESSMENT (PIRPA)**

EXECUTIVE/TECHNICAL WORKING COMMITTEES

ADVISORY/EXECUTIVE COMMITTEE

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

CECILE C. FERRO, CESO VI
Asst. Schools Division Superintendent

MARY JEAN S. ROMERO
Chief- School Governance and
Operations Division

ROMEL G. PETAJEN
Chief-Curriculum Implementation
Division

NORLITO JR. P. AGUNDAY
Attorney III

JENNIFER B. METICA
Information Technology Officer I

EVA S. TOLENTINO
Administrative Officer V (Gen. Services)

MA. CIELO C. TUBALE
Administrative Officer V (Budget)

CHERIE V. PEREZ
Administrative Officer IV (Records)

CRISTINA T. BARRAMEDA
Administrative Officer IV (Supply)

LIZA R. BERNARDO
Administrative Officer IV (Cash)

MARICHELE B. LLAVE
Administrative Officer IV (Personnel)

ANGELO JAMES O. AGUINALDE
Accountant III



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TECHNICAL COMMITTEE

SARAH S. CHIONG
Senior Education Program Specialist
Schools Management, Monitoring
and Evaluation

ACHILLES V. ALBERTO I
Education Program Specialist II
School Management, Monitoring
and Evaluation

REY C. BONAYON
Planning Officer III
Planning and Research Unit

CAROL P. GIL
Senior Education Program Specialist
Human Resource Development

ELIZABETH S. URBANO
Education Program Specialist II
Human Resource Development

MA. LOURDES M. SORRA
Project Development Officer I

ROSARIO B. VEGIM
Project Development Officer I

ADMINISTRATIVE OFFICE BIDS AND AWARDS COMMITTEE FINANCE UNIT



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Enclosure No. 3 to Division Memorandum No. 181, s. 2024

**CY 2024 PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE
ASSESSMENT (PIRPA) FOR SDO CATANDUANES**

SCHEDULE OF PIRPA

PERIOD	TIMELINES	ACTIVITIES
Quarter 1 (January, February, March)	April 1-5, 2024	-Gathering of data using the PIRPA data gathering templates -Conduct Internal PIRPA -Data validation -Pre-PIRPA per FDs
	April 8-12, 2024	➤ Division PIRPA Culminating Activity ➤ School PIRPA
	April 15-19, 2024	Submission of PIRPA Reports together with the PIRPA gathering templates at the Regional Office
Quarter 2 Mid-year (April, May, June)	July 1-5, 2024	-Gathering of data using the PIRPA data gathering templates -Conduct Internal PIRPA -Data validation -Pre-PIRPA per FDs
	July 8-12, 2024	➤ Division PIRPA Culminating Activity ➤ School PIRPA
	July 17-19, 2024	RO PIRPA Culminating Activity
Quarter 3 (July, August, September)	October 1-4, 2024	-Gathering of data using the PIRPA data gathering templates -Conduct Internal PIRPA -Data validation -Pre-PIRPA per FDs
	October 7-11, 2024	➤ Division PIRPA Culminating Activity ➤ School PIRPA



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	October 14-18, 2024	Submission of PIRPA Reports together with the PIRPA gathering templates at the Regional Office
Quarter 4 Year-End (October, November, December)	January 6-10, 2025	-Gathering of data using the PIRPA data gathering templates -Conduct Internal PIRPA -Data validation -Pre-PIRPA per FDs
	January 13-17, 2025	➤ Division PIRPA Culminating Activity ➤ School PIRPA
	January 22-24, 2025	RO PIRPA Culminating Activity



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Enclosure No. 4 to Division Memorandum No. 14, s. 2024

List of Participants
CY 2024 Quarterly PIRPA

- | | |
|-------------------------------------|-------------------------------|
| 1. SDS | 16. ALS- representative |
| 2. ASDS/BAC Chairman | 17. PSDS- representative |
| 3. Chief-SGOD | 18. SGOD-EPS |
| 4. Chief-CID | 19. SMME- SEPS |
| 5. Attorney III | 20. SMME-EPS II |
| 6. Information Technology Officer I | 21. Soc. Mob. Net. - SEPS |
| 7. AO V-General Services | 22. DRRMO |
| 8. AO V-Budget | 23. HRD-SEPS |
| 9. AO IV-Personnel | 24. HRD- EPSII-PMIS In-Charge |
| 10. AO IV-Records | 25. CID- PMIS In-Charge |
| 11. AO IV-Supply | 26. PRS-SEPS |
| 12. AO IV-Cashier | 27. Planning Officer III |
| 13. Accountant III | 28. Engineer III |
| 14. CID-EPS representative | 29. Medical Officer III |
| 15. LRMDS-EPS | 30. PDO I-Senior High School |

DISCUSSION LEADERS/PANEL

- | | |
|-------------------------|--|
| 1. Socorro V. Dela Rosa | - Schools Division Superintendent |
| 2. Cecile C. Ferro | - Asst. Schools Division Superintendent |
| 3. Mary Jean S. Romero | - Chief- School Governance and Operation Division |
| 4. Romel G. Petajen | - Chief- Curriculum Implementation Division |
| 5. Eva S. Tolentino | - AO V- General Services Office of the Schools Division Superintendent |





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Enclosure No. 4 to Division Memorandum No. 181, s. 2024

**INDICATIVE PROGRAM OF ACTIVITIES
CY 2024 QUARTERLY PIRPA**

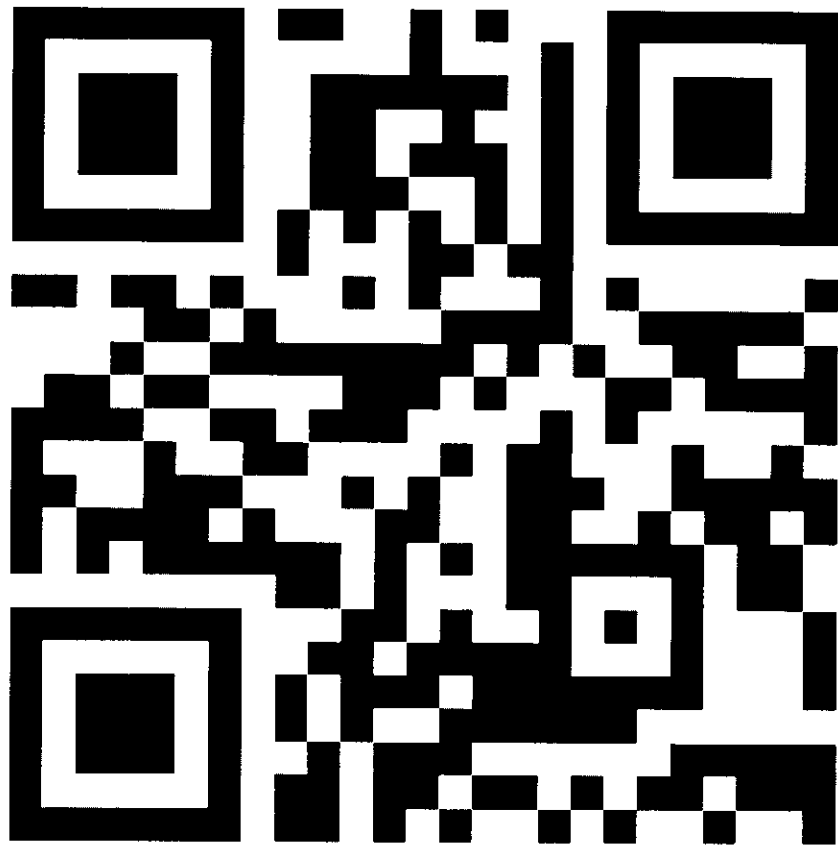
TIME	ACTIVITY	IN-CHARGE
7:30-8:00	Registration	Support Staff
8:00-8:30	Program Preliminaries	PMT
8:30-8:45	Statement of Purpose	SGOD
8:45-9:00	Presentation of BCC in the previous PIRPA	SMME
9:00-9:30	Financial Report	Finance
9:30-9:45	Procurement Report	BAC
9:45-11:00	PMIS Report	PMIS In-charge
11:00-12:00	Report on Personnel Benefits	Personnel
12:00-1:00	LUNCH BREAK	
1:00-1:20	Discussions on issues/concerns in the previous report	Discussion Leaders
1:20-2:00	Presentation of Report and Interpellation	CID-Chief Discussion Leaders
2:00-2:40	Presentation of Report and Interpellation	OSDS Representative Discussion Leaders
2:40-3:20	Presentation of Report and Interpellation	SGOD Representative Discussion Leaders
3:20-3:30	Issues/Concerns/Bottlenecks	Participants
3:30-3:45	Top Management Response	Top Management
3:45-4:45	Finalization and Submission of Report per FDs (hard and soft copy)	Participants from the 3 FDs
4:45-5:00	Wrap-up/Ways Forward/Closing	PMT
5:00-onwards	Home sweet home	Participants



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SDO PIRPA Templates A and B

<https://tinyurl.com/sdoPIRPA2024>



SCHOOL PIRPA

<https://tinyurl.com/SchlPIRPA24>

