



Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM
No. 206 s., 2025

MAR 18 2025

CONDUCT OF THE QUARTERLY PROGRAM IMPLEMENTATION REVIEW
AND PERFORMANCE ASSESSMENT (DPIRPA) AND SUBMISSION
OF TECHNICAL ASSISTANCE (TA) REPORT FOR CY 2025

To: Assist. Schools Division Superintendent
Chiefs of CID & SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

1. This Office, through the School Governance and Operations Division (SGOD)- School Management Monitoring and Evaluation (SMME) Unit shall facilitate the conduct of the Quarterly Program Implementation Review and Performance Assessment (PIRPA) for the School, District, and Division Levels for the Fiscal Year 2025 as follows:

Applicable Quarter	ACTIVITIES AND DATES			
	School PIRPA (SPIRPA)	DisPIRPA	DPIRPA	SUBMISSION OF TA REPORT
FIRST QUARTER	March 24, 2025	March 26, 2025	March 27-28, 2025	March 26, 2025
SECOND QUARTER	June 20, 2024	June 23, 2025	June 25-26, 2024	June 23, 2025
THIRD QUARTER	September 19, 2025	September 22, 2025	September 25-26, 2025	September 22, 2025
FOURTH QUARTER	December 18-19, 2025	January 5, 2026	January 8-9, 2026	January 5, 2026

2. This activity aims to track the efficient and effective implementation of the programs, projects, and activities to improve the delivery of the basic education services in the schools and division. Specifically, it intends to present the following:

- a. Status of the Key Performance Indicators (KPIs) of the SDO;
- b. Annual Accomplishments of the Division Education and Development Plan and the quarterly accomplishments (physical and financial) in the implementation of the Programs, Projects, and Activities (PPAs) vis-à-vis approved Work and Financial Plan (WFP);
- c. Issues/risks/barriers/bottlenecks in the delivery of the basic education services;
- d. Needed adjustments and enhancements in existing policies, programs, projects, and activities; and
- e. Issues/concerns and the reasons for the underachievement/overachievement of the PPA implementation are captured through the Bottlenecks, Lags, Issues, and Concerns (BLICs).

3. The following are the guidelines and processes in the conduct of Program Implementation Review and Performance Assessment:



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A. School Program Implementation Review & Performance Assessment (SPIRPA) & District PIRPA (DisPIRPA)

School Program Implementation Review & Performance Assessment (SPIRPA) Reporting	District Program Implementation Review and Performance Assessment (DistPIRPA) Reporting	Post DistPIRPA Reporting
<ul style="list-style-type: none">*Each school shall conduct a Quarter Assessment to gather data on the KPIs for the quarter (if applicable) and the WFP-based physical & financial accomplishments with MOVs*The school head shall submit the accomplished reporting template	<ul style="list-style-type: none">*Each school will present for the validation and reporting of accomplishments*The panel of reactors shall provide feedback and comments regarding the reports presented*The school heads will conduct plan adjustment	<ul style="list-style-type: none">*The District TWG consolidates the data presented and validates*The District TWG shall prepare the District PIRPA Accomplishment Report
<i>In-charge: School Heads, School TWG</i>	<i>School Heads, PSDS, SDO Personnel (QATAME)</i>	<i>PSDS, District TWG</i>

B. Division Program Implementation Review & Performance Assessment (DPIRPA)

Pre- DIRPA	During DPIRPA	Post- DPIRPA
<ul style="list-style-type: none">Each operating unit shall conduct a quarterly assessment to gather data on the KPIs for the quarter (if applicable) and the physical and financial accomplishments based on WFP accompanied with MOVsThe internal M & E of each operating unit shall submit the accomplished reporting templates to the M & E Unit	<ul style="list-style-type: none">The CID Chief, SGOD Chief, AO V, Finance/Budget Officer, Legal and ITO or their representatives, shall present for the validation and Reporting of AccomplishmentsPanel of reactors shall provide feedback/comments regarding the reports presented.Each operating unit shall conduct plan adjustments, if necessary.	<ul style="list-style-type: none">The Division shall consolidate the data presented and validatedThe Division shall prepare the DPIRPA Report for RPIRPA presentation/sub mission
<i>In-charge: Chiefs, Office Head, Internal M & E</i>	<i>SDS, ASDS, Chiefs, Unit Heads, Internal M & E, SEPS & EPS2 M & E, PSDSs</i>	<i>Internal M & E, M & E Unit</i>

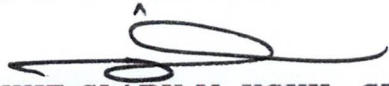
4. School Heads must encode the needed data in the link/google form to be provided for every district, while the consolidated **DistPIRPA Report** must be uploaded to the link or google form to be provided. A presentation template will be provided each quarter by the SMME Unit for report presentation. For the Quarterly Accomplishment Report, reflect the percentage of accomplishment against the annual targets. Highlight the outstanding accomplishments and the top 3 technical assistance needed.

5. The Division Technical Assistance Team for Calendar Year 2025 is found in Enclosure No. 1 of this Memorandum. They are obliged to attend to provide technical assistance in the assigned district for the whole year.



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6. Traveling and other expenses related to the conduct of SPIRPA and DisPIRPA shall be chargeable against the School MOOE subject to the usual accounting and auditing rules and regulations.
7. It is understood that in the conduct of this activity, there shall be no discrimination of participants on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
8. Immediate and widest dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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Number of pages including this document:
Encl: None
Reference: Regional Memorandum No. 216, s. 2025
To be indicated in the perpetual index
Under the following subjects:

SCHOOL DISTRICT DIVISION PIRPA TECHNICAL ASSISTANCE
SGOD/nbzamora/M&E



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Enclosure No. 1 of the Division Memorandum No. 206, s. 2025

**DIVISION FIELD TECHNICAL ASSISTANCE TEAM/QATAME
Calendar Year 2025**

A. Executive Committee

Chairman: Dannie Clark M. Uguil, CESE (SDS)
Vice-Chairman: Mark Anthony J. Tan, PhD (ASDS)
Members: Alma M. Mirasol, PhD (EPS-CID)
Ma. Theresa Q. Bingcang, PhD (CES-SGOD)
Noe B. Abdon V (Administrative Officer V)

B. Working Committee:

Division Coordinator: Josette P. Balandra, PhD (EPS-SGOD)
Asst. Division Coordinator: Alma M. Mirasol, PhD (EPS-CID)
Members: Nova B. Zamora, PhD (SEPS-SMME)

REVISED DISTRICT TECHNICAL ASSISTANCE TEAMS

District	Team Leaders	School Governance & Operations Division	Curriculum Teaching Division	OSDS
District 1	Jonel S. Manale	Alyssa Dagunan Josette P. Balandra	Marlon C. Dublin	Rhodora Desamparado, Josie Rebusquillo, Ma. Leah Linda Tan, Romie Osal, Jonah Uypico, Lucena Sabajas, Atty Barbara Ann Tolentino
District 2	Glendame E. Flores	James Sabio Jun Marl Alconga	Marlon L. Solivio	
District 3	Benjie D. Bautista	Brenda Dina Labangco Marli Piccio	Cesar C. Demafiles	
District 4	Gina J. Radan	Julie Pearl Duran	Jordan T. Beleganio	
District 5	Glenda S. Tan	Dr. Dominique Cheung Jecen A. Despi	Alma M. Mirasol	
District 6	Eleanor Lo	Dr. Rizza Faye Barcenilla Grace Lanutan	Romeo B. Santillan	
District 7	Benito B. Aquino	Araceli A. Craus Nova B. Zamora	Feliciano Mercurio	
District 8	Analie V. Buhayan	Lisette Grace Cabalang Rex Yangco	Salvacion Enso	
District 9	Richard T. Rubin	Irish Therese Ubamos Princess Harney Basa	Rene M. Encabo	
District 10	Marilyn B. Gamboa	Jerald Maglantay Edward Martorillas	Elizabeth Romo	