



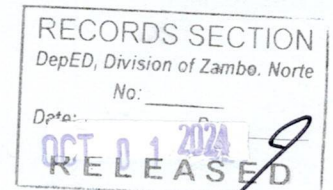
Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

October 1, 2024

Division Memorandum  
No. S22, s. 2024



**CONDUCT OF THE DIVISION THIRD QUARTER  
PROGRAM IMPLEMENTATION REVIEW (PIR)**

TO : **Assistant Schools Division Superintendent  
Chiefs, SGOD & CID  
Education Program Supervisors,  
SEPS, EPS II Unit, EPSA/Section Heads/Program Owners  
All Others Concerned**

1. Anchored on DepEd Order 29, s. 2022 titled *Adoption of the Basic Education M&E Framework*, and consistent with the Division's Agenda 3 and the PREMIER's Participatory Planning and Continuous Improvement System, this office announces the conduct of SDO 3<sup>rd</sup> Quarter PIR on **October 16, 2024** at the 4<sup>th</sup> floor, SDO New Building, Estaka, Dipolog City.
2. The activity aims to:
  - i. monitor and evaluate the extent of implementation of programs, projects and activities (PPAs) as captured in the AIPs of the three (3) functional divisions, and hence the DEDP- AIP for FY 2024.
  - ii. make adjustments of strategies, activities and/or targets, whenever expedient and necessary,
  - iii. submit validated data to the SDO- PIR Secretariat for inclusion to the 3<sup>rd</sup> Quarter Division PIR Report
  - iv. agree on platforms by which the SDO program owners and SDO TA Providers commit to carry out the Technical Assistance Plan for the third quarter of FY 2024, containing the interventions meant to address the PPAs' implementation gaps.
3. Except when a supervening activity of the Central Office or Regional Office requiring travel, or urgent action by the SDO Program Focal concerned, this PIR must be given utmost priority over other division activities during the scheduled dates. Attendance of the herein identified participants to this activity is a MUST.
4. For reference and guidance of all concerned, please find the following enclosures:
  - i. Enclosure 1: List of Identified Participants
  - ii. Enclosure 2: Matrix of Activities
  - iii. Enclosure 3: Relevant PIR templates
5. Immediate dissemination of and compliance with this Memorandum is highly desired.

**ROY C. TUBALLA, EMD, JD, CESO V**  
Schools Division Superintendent

SGOD/whi/2ndQPIRMEMORANDUM -033-07312024



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Enclosure 1 of DM No. \_\_\_ s. 2024

**LIST OF PARTICANTS FOR THE SDO 3<sup>rd</sup> Quarter PIR**

No	Name	Position	Office
<b>Panelists</b>			
1	Roy C. Tuballa, EMD, JD, CESO V	Schools Division Superintendent	OSDS
2	Lourma I. Poculan, CESO VI	Asst. Schools Division Superintendent	OASDS
3	Jerry C. Bokingkito	Asst. Schools Division Superintendent	OASDS
<b>Program Focals</b>			
4	Joy E. Letran-Singson, EMD	Chief Education Supervisor	SGOD
5	Zyhrine P. Mayormita	Chief Education Supervisor	CID
6	Arcelita B. Zamoras	Education Program Supervisor	CID
7	Anita D. Subebe	Education Program Supervisor	CID
8	Evelyn C. Labad	Education Program Supervisor	CID
9	Leynie Boy G. Bellino	Education Program Supervisor	CID
10	Grace T. Dela Cruz	Education Program Supervisor	CID
11	Nilda Y. Galaura	Education Program Supervisor	CID
12	Arthuro J. Lamdag	Education Program Supervisor	CID
13	Jalderita A. Dublico	Education Program Supervisor	CID
14	Janet N. Recamara	Education Program Supervisor	CID
15	Daisy Flor J. Romaguera	Education Program Supervisor	CID
16	Jennifer T. Bulanon	PSDS/English OIC	CID
17	Ervie A. Acaylar	Education Program Supervisor	SGOD
18	Leonido A. Pampilo Jr	Senior Education Program Specialist	PRM
19	Robert I. Poculan III	Senior Education Program Specialist	HRD
20	Wilson H. Inding	Senior Education Program Specialist	SMME
21	Dave A. Patigayon	Engineer III	EFS
22	Jessie E. Elacan	Senior Education Program Specialist	SMN
23	Giparel B. Elumba	Planning Officer III	PRM
24	Helen E. Tangon	Administrative Officer V	OSDS
25	Arvie M. Ompoy, CPA	Accountant III	Finance
26	Casemera V. Lunjas	Budget Officer III	Finance
27	Marylynne B. Bayron	Administrative Officer IV	Personnel
28	Arnel C. Masion	Administrative Officer IV	Records
29	Jun Leonard U. Romarate	Administrative Officer IV	Supply
30	Marife A. De La Cerna	Administrative Officer IV	Cashier
31	Yusoph A. Dauh	EPS II ALS	ALS
32	Rey P. Janolino Jr	Legal Officer III	OSDS



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33	Cheryl V. Ocupe	Medical Officer III	SHNS
34	Ethyl Kimberly S. Labadan	PDO II	DRRM-SMN
35	Julius O. Belagantol	IT Officer III	OSDS
36	Nicollette Ria E. Tangon	EPS II	HRD
37	Eunice D. Janolino	EPS II	SMN
38	Jed A. Nieves	EPS II	SMME
39	Joseph L. Pantoja	PDO I	YFS
40	Laisa Madel M. Cinches	PDO I	YFS
41	Gekabel M. Velarde	PDO I	YFS
	<b>Secretariat</b>		
42	Tedee S. Tabilon	ADA IV	OSDS
43	Ma. Kristine Z. Ragay	ADA III	CID
44	Mar Jerica L. Ocupe	ADA IV	SGOD
45	Hazel Ranjith	Registrar	PRM



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Enclosure 2 of DM No. \_\_ s. 2024

**MATRIX OF ACTIVITIES**  
**October 16, 2024**

<b>TIME ALLOTMENT</b>	<b>TOPIC/ACTIVITY</b>	<b>RESOURCE PERSON/ IN-CHARGE</b>
<b>8:00-8:30</b>	<b>Registration</b>	<b>PIR Secretariat</b>
<b>8:30 -9:00</b>	<b>OPENING PROGRAM</b> Opening Remarks Statement of Purpose Superintendent's Time	<b>Lourma I. Poculan, CESO VI</b> ASDS <b>Joy E. Letran-Singson, EMD</b> CES, SGOD <b>Roy C. Tuballa, EMD, JD, CESO V</b> Schools Division Superintendent
<b>9:00- 9:15</b>	Mid-Year PIR Takeaways & The Process Adjustments and Protocols	<b>Wilson H. Inding</b> SEPS,SMM&E
<b>9:15:-10:15</b>	CID Presentation based on its <b>FY 2024 AIP</b> and the <b>RMETA Indicators</b>	<b>Dr. Zyhrine P. Mayormita</b> CID Chief
<b>10:15-10:30</b>	Observations, Feedbacks, & Provision of TA based on CID Data	Panelists: <b>SDS Roy C. Tuballa,</b> <b>ASDS Lourma I. Poculan, &amp;</b> <b>ASDS Jerry C. Bokingkito</b>
<b>10:30 -11:30</b>	SGOD Presentation based on its <b>FY 2024 AIP</b> and the <b>RMETA Indicators</b>	<b>DR. Joy E. Letran-Singson</b> SGOD Chief
<b>11:30 -11:45</b>	Observations, Feedbacks, & Provision of TA based on SGOD Data	Panelists: <b>SDS Roy C. Tuballa,</b> <b>ASDS Lourma I. Poculan, &amp;</b> <b>ASDS Jerry C. Bokingkito</b>
<b>1:00-2:00</b>	Administrative Services Presentation based on its <b>FY 2024 AIP</b> and the <b>RMETA Indicators</b>	<b>Helen E. Tangon</b> AO V
<b>2:00-2:15</b>	Observations, Feedbacks, & Provision of TA based on Admin Services Data	Panelists: <b>SDS Roy C. Tuballa,</b> <b>ASDS Lourma I. Poculan, &amp;</b> <b>ASDS Jerry C. Bokingkito</b>
<b>2:15 -3:15</b>	Finance Services Presentation <b>Part 1: Budget</b> Based on <b>RMETA Indicators</b>	<b>Casemera V. Lunjas</b> EPS, SGOD



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<b>Part 2: Accounting</b>	Finance Services Presentation <b>Part 2: Analysis of Income Performance</b>	<b>Arvie M. Ompoy, CPA</b> Accountant III
<b>3:15-3:30</b>	SYNTHESIS: Bottlenecks, Challenges, & Constraints (BCCs) & Ways Forward	<b>Moderator Ervie A. Acaylar</b>
<b>3:30-3:45</b>	Observations, Feedbacks, & Provision of TA based on SGOD Data	Panelists: <b>SDS Roy C. Tuballa, ASDS Lourma I. Poculan, &amp; ASDS Jerry C. Bokingkito</b>
<b>345 -4:45</b>	<b>Staff Works:</b> Adjustments of Plans, Finalization of SDO PIR Report Slide Decks	<b>All Concerned</b>
<b>4:45-4:00</b>	<b>Walk Through of the Finalization of SDO 3rd Q PIR Report</b>	<b>Secretariat</b>
<b>5:30 -5:30 PM</b>	Closing Activity	<b>PMT</b>



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Enclosure 3 od DM No \_ s. 2024

**Pertinent PIR Templates**

**I. Template For the AIP-based PIR data**

KRA	Program /Activity /Input	Performance /Output Indicator/s	Annual Target	Actual (As of June 30, 2024)	% of accomplishment	MOVs	Remarks (Gain/Gap/Hit or On Target)
1	1	No. of -----					
	2						
	3						
2	1						
	2						
	3						
3	1						
	2						
	3						
5	1						
	2						
	3						
5	1						
	2						
	3						

**Note:**

- The number of Programs/ Activities/inputs under a particular KRA may vary, depending on the number of PAPs as captured in the FY 2024 AIP.
- The annual target may be made more specific by presenting the quarterly targets.

**II. RMETA-based PIR data**

Organizational Outcomes/Performance Indicators /PAPs	Annual Physical Target	1st Quarter	2nd Quarter	3rd Q	% of accomplishment	Remarks
1						
2						
3						
4						
5			Observations, Feedbacks, & Provision of TA based			



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			on SGOD Data			
6						
7						
8						
9						
10						
11						

*Note: A soft copy of this template which contains the Performance Indicators, will be provided to the Program owners at least 5 days before the scheduled presentation*



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