Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

22 JULY 2022

DIVISION MEMORANDUM
No. 761 s. 2022

SPECIAL MEETING IN PREPATION FOR THE 2022 SDO ACCOMPLISHMENT REPORT AND SDO YEAR-END PROGRAM IMPLEMENTATION REVIEW (PIR) PRESENTATION

To: **Assistant Schools Division Superintendent**
Curriculum Implementation Personnel
School Governance Operation Division Personnel
Division Office Section Heads
This Division

1. In consonance with the Regional Memoranda No. 757 & 780, s. 2022 re: **Conduct of the Regional Year-end Program Implementation Review (PIR) with School Division Offices**, this Office hereby advises the Division Office Section Heads to attend a special meeting in preparation for the 2022 SDO Accomplishment Report and SDO Year-end Program Implementation Review (PIR) presentation on December 27, 2022 at 10:00 o'clock in the morning.

2. The said meeting will be conducted at the 3rd Floor, Division Conference Hall. Discussions shall focus on 2022 SDO Accomplishment Report and SDO Year-end Program Implementation Review (PIR) presentation.

3. Immediate and wide dissemination of this Memorandum is hereby enjoined.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

JSD-EGD/sgod/mma/daa

Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph

22-88700
DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE X
RECEIVED
7373
By: Date: 12/6/22

November 28, 2022

REGIONAL MEMORANDUM
No. 757, s. 2022

CONDUCT OF THE REGIONAL YEAR-END PROGRAM IMPLEMENTATION REVIEW (PIR) WITH SCHOOL DIVISION OFFICES

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Regarding **DepEd Order No. 29, s. 2022** titled **Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)**, this Office through the Quality Assurance Division will conduct the **Regional Year-End Program Implementation Review (PIR) with School Division Offices** at NEAP-R10, Lapasan, Cagayan de Oro City, on **December 26-27**.

2. The activity aims to

a. assess the implementation of the major Programs, projects, and Activities (PPAs) of the Schools Division Offices (SDOs) vis-à-vis their committed outputs and targets for FY 2022;

b. identify issues, bottlenecks and concerns that need to be addressed by the management or the program implementers to ensure achievement of targets and deliverables for the remaining quarter of FY 2022;

c. identify courses of action to be undertaken and provide necessary technical assistance to address concerns and bottlenecks in the implementation of PPAs; and

d. share best practices and valuable lessons of each SDO.

Date	Activity	Expected Output
December 26	RO SDO Convergence on PIR & PA - Prework	➢ Physical Accomplishment Report in the PMIS ➢ MOVs ➢ Program (Physical and Financial) status, and Adjusted Plans
December 27	PIR Proper	

3. The participants of the orientation are the following:

Participants	Allocated Number
A. SDO	
1. School Management, Monitoring, and Evaluation (SM M&E) SEPS & EPS II **2.** CID and SGOD Chiefs	2 x 14 = 28 2 x 14 = 28
SDO Total	*56*
B. Region 1. ARD and RD 2. Functional Division Chiefs and Unit Heads 3. EPSs 4. Program holders and other committees	 2 13 22 12
RO Total	*49*
Total	**105**

4. Below is the detailed schedule of activities for your ready reference.

Date	Activity	Expected Output
December 26 & 27	RO SDO Convergence on PIR & PA	➢ Approved committed outputs and Targets for FY 2022 based on existing signed WFPs; ➢ Updated Reports and Presentation Materials covering Q1 to Q3 data ➢ Accomplished Annex A to D Reporting Templates

5. In preparation for the FY 2022 PIR and PA, all School Division Offices are hereby directed to do the following:

A. Divisional Quarterly PIR and PA

A.1 At the SGOD/CID level:

a.1.1 SGOD/CID must prepare the list of committed outputs (major) per PAPs on all budget items under the FY 2022 GAA and Work and Financial Plan with assigned budget allocation. Committed outputs shall be listed using the attach ***(Annex A)***.

a.1.2 Each division of the SDOs must conduct its own internal PIR to assess the First to Third Quarter PPA implementation performance using the committed outputs and facilitate the program assessment and adjustment if necessary.

a.1.3 It is suggested that the head of the division shall be responsible for convening the core group of their respective offices to discuss the progress of implementation, best practices including issues and concerns. At the end of the session, the group shall propose actions to be undertaken/fast track to achieve targeted outputs, and define which concerns would need management decisions/directions which will be elevated to the DepEd Top Management.

a.1.4 Based on the assessment, adjust the work and financial plan by identifying the remaining outputs to be delivered, its timeliness and required activities including its budget implications.

A.2 At the SDO Level:

a.2.1 Assess their Key Performance Outcomes for SY 2021-2022.
a.2.2 Determine quick wins and its contributing factors.
a.2.3 Determine the major challenges and its contributing factors.
a.2.4 In contributing factors, SDO shall classify the major PAPs/SGOD/CID performance in terms of financial, physical and timeliness.
a.2.5 Identify issues and concerns and those needing decisions from the Top Management (RO level, CO level).

A.3 This will guide all program proponents in the preparation and adjustment of the next quarter implementation.

A.4 SDO should prepare a consolidated 2-page report which highlights the targets and actual accomplishments for the Quarters 1 to 3 (both Physical and Financial, Current, and Continuing funds) (***Annex C***) and describes the committed output by program and by Office (***Annex D***) based on the approved Work and Financial Plan (WFP) for the whole fiscal year. Such reports will be collected by RO-QAD during the actual PIR as scheduled.

A.5 All SDOs shall prepare a consolidated narrative report and photo documentation (if there are any) of the quarters 1 to 3 accomplishments (***Annex E***) which include the following parts:

1. Highlights of Accomplishments in terms of major outputs /milestones (physical accomplishment);
2. Financial Accomplishments (obligation and disbursement);
3. Issues and Concerns/Bottlenecks on the current quarter and its status;
4. Next steps/Ways forward;
5. Phot documentation (if any).

A.5 SDOs shall submit their presentation material (*please see attached Annex B*) on or before the scheduled PIR with the SDOs.

6. PIR Proper

The PIR with the SDOs considers the physical and financial status of all the major and other priority PPAs implemented in the SDOs. This allows the management and the PIR & PA-TWG of the Ros and CO to give feedback and guidance in the implementation of PPAs handles by each program proponent. As a result, a more responsive plan will be carried out in the next quarter.

List of the Required Documents/Reports for Submission

Document/Report	Deadline
1. List of Committed Outputs (Annex A)	On or before December 23,
2. Annex B (Presentation Materials)	
3. Annex C and D (Templates)	
4. Narrative Report (Annex E)	On or before December 26

All the expected output will be submitted through this google drive link, http://bit.ly/3u5xCkC for proper documentation and retrieval of all reference materials.

7. Plan Adjustment (PA)

As specified in DO 11, s. 2021, all OUs can adjust their planned activities/projects using the PMIS based on the results of the Quarterly PIR. Please be advised that the adjustment period is every quarter within ten (10) working days after the conduct of the PIR.

8. The participants' meals, snacks, room accommodation, materials/supplies and other related expenses shall be charged to the Regional Office (RO) MOOE (QAD-WFP) while the participants' travel and other allowable expenses shall be charged to local funds, subject to the established accounting and auditing rules and regulations. First meal to be served is dinner on December 25 and the last meal will be afternoon snacks on December 27.

9. All participants shall adhere to Office Order No. 1, s. 2020 on this Office's implementation of Equal Opportunity Policy (EOP), that is, regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

10. For any clarifications or inquiries, all concerned may contact the **Quality Assurance Division (QAD)** through email at qad.region10@deped.gov.ph.

11. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

M&E PIR 2022

QAD/noel