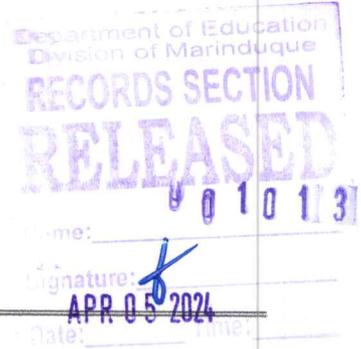




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Section/ Unit Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **DIVISION QUARTERLY HINDSIGHT (FIRST QUARTER PROGRAM IMPLEMENTATION REVIEW)**

DATE: April 4, 2024

1. The Schools Division of Marinduque ensures that monitoring and evaluation is in place in terms of tracking its implemented programs, projects and activities and assess whether the intended results have been achieved and address the gaps between the target and actual output and outcomes.
2. Relative to this, this Office, through the Project QAMESTAHAN of School Governance and Operations Division – School Management, Monitoring and Evaluation Section, shall spearhead the Division Quarterly Hindsight (First Quarter Program Implementation Review (PIR) on April 11, 2024 from 8:30 AM to 12:00 PM at SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.
3. In preparation for the PIR, each functional division (OSDS, CID and SGOD) is directed to conduct its own internal Quarterly Hindsight / Program Implementation Review (PIR) following the mechanics of Program Implementation Review. Templates may be accessed through the following link <https://tinyurl.com/2024Q1PIRReport>
4. Attached as Enclosures are the following:
Enclosure No. 1: Program of Activities
Enclosure No. 2: List of Participants
Enclosure No. 3: Mechanics of Program Implementation Review (PIR) and Performance Review (PR)
5. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

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Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque

**DIVISION QUARTERLY HINDSIGHT / YEAR-END PROGRAM
IMPLEMENTATION REVIEW**

SDO Marinduque Conference Hall,
April 11, 2024, Thursday, 8:30 AM – 12:00 PM

PROGRAM OF ACTIVITIES

Time	Activity	In-Charge
8:30 – 9:00 AM	Opening Program	AVP
	Prayer	
	Nationalistic Song	
	Recitation of Quality Policy Statement	
	Welcome Remarks	MA. CECILIA S. MANAY Chief Education Supervisor, SGOD
	Presentation of Participants	REY R. RAYMUNDO EPS II – SMM&E
	Message	DR. LYNN G. MENDOZA OIC, Schools Division Superintendent
	Objectives and Mechanics of the Activity	FRETZIE P. ALCANTARA SEPS- SMM&E
9:00 – 10:30 AM	HINDSIGHT / PIR PROPER	
	Budget Utilization Report for Big Ticket Programs/ Major PPAs	ARLENE M. MARASIGAN Administrative Officer V – Budget
	Presentation of Approved WFP for FY 2024	MARISOL O. LUARCA Planning Officer III
	QI PIR	JOHN M. CHAVEZ Chief Education Supervisor, CID
10:35 – 11:30 AM	Discussion	MA. CECILIA S. MANAY Chief Education Supervisor, SGOD
	Ways Forward / Announcements	Panelists: Schools Division Superintendent Asst. Schools Division Superintendent
	Closing Remarks	MA. CECILIA S. MANAY Chief Education Supervisor, SGOD
	Photo Opportunity	MABEL F. MUSA, PhD Asst. Schools Division Superintendent
	Closing Prayer	

REY R. RAYMUNDO
Education Program Specialist II, SMM&E
Master of Ceremony

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**DIVISION QUARTERLY HINDSIGHT / FIRST QUARTER PROGRAM
IMPLEMENTATION REVIEW**

SDO Marinduque Conference Hall

April 11, 2024, Thursday, 8:30 AM – 12:00 PM

LIST OF PARTICIPANTS

No.	NAME	DESIGNATION
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
1	Dr. Lynn G. Mendoza	Schools Division Superintendent
2	Dr. Mabel F. Musa	Asst. Schools Division Superintendent
3	May Bernadeth O. dela Rosa	Administrative Officer V
4	Arlene M. Marasigan	Administrative Officer V
5	John Dhelter P. Pastrana	Accountant III
6	Atty. Ayzel Lea R. Palermo	Attorney III
7	Engr. David M. Zoleta, Jr.	Information Technology Officer I
CURRICULUM IMPLEMENTATION DIVISION		
8	John M. Chavez	Chief Education Supervisor
9	Jelly L. Sore	Education Program Supervisor
10	Florie M. Regencia	Education Program Supervisor
11	Dr. Ma. Shiela S. Saet	Education Program Supervisor
12	Dr. Nestor T. Rualo	Education Program Supervisor
13	Rolito M. dela Cruz	Education Program Supervisor
14	Cristina R. Raza	Education Program Supervisor
15	Dr. Mariam B. Rivamonte	Education Program Supervisor
16	Dingson A. De Sena	Education Program Supervisor
School Governance and Operations Division		
17	Ma. Cecilia S. Manay	Chief Education Supervisor
18	Maita M. Lazares	Education Program Supervisor
19	Bernadith R. Lacerna	Senior Education Program Specialist
20	Dr. Melanie M. Mendoza	Senior Education Program Specialist
21	Kyle David V. Atienza	Senior Education Program Specialist
22	Fretzie P. Alcantara	Senior Education Program Specialist
23	Marisol O. Luarca	Planning Officer III
24	Rey R. Raymundo	Education Program Specialist II
25	Abet R. Faundo	Education Program Specialist II
26	Mayda N. Lagran	Education Program Specialist II/ DIO
27	Edgar H. Loto	PDO II / DRRM Coordinator
28	Engr. Arnold H. Moreno	Engineer III
29	Dr. Rica Mai O. Larga	Medical Officer III
30	Dr. Eugenil Rodil	Dentist In-Charge

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Enclosure 3

**MECHANICS OF PROGRAM IMPLEMENTATION REVIEW (PIR) AND
PERFORMANCE REVIEW (PR)**

Internal PIR & PR

1. Each functional division (RO/SDO) must prepare the list of committed outputs (major) per PPA on all budget items under the FY 2024 GAA, Work & Financial Plan, and Big-Ticket Programs (Programs with downloaded funds from DepEd Central Office) with assigned budget allocation using the templates. The templates are prepared to measure the performance of PPAs in terms of efficiency.
2. Each functional division (RO/SDO) must conduct its own internal PIR to assess the 1st Quarter PPA implementation performance using the committed outputs and facilitate the program assessment and adjustment if necessary.
3. Each functional division (RO/SDO) must review its performance based on the Key Performance Indicators and Targets stated in the Regional Education Development Plan or Division Education Development Plan.
4. It is suggested that the head of functional division shall be responsible for convening the core group of their respective offices to discuss the performance, progress of implementation, good practices, issues, and concerns. At the end of the session, the group shall propose actions to be undertaken to address operational issues and define which policy issues would need management decisions/directions which will be elevated to the DepEd RO Management during the PIR Proper.
5. The PIR/PR Report of each SDO or ROFD must be submitted on time considering the schedule of the next phase of PIR & PR.

Pre-PIR & PR and Data Validation

1. After ensuring the completeness of the PIR/PR Reports, the Regional M&E Focal Person will distribute them to the members of the Regional Monitoring Team, namely Finance Division Chief, Policy, Planning and Research Division Chief, QAD Chief, QAD Education Program Supervisors, Budget Officer, and Planning Officer.
2. The team will convene to review, assess, and validate the reports submitted by the SDOs and ROFDs.
3. To facilitate the review, assessment and validation of the reports, the team will determine the indicators of issues and concerns affecting the program(s) that was/were not successfully implemented.

PIR & PR Proper

1. The Quality Assurance Division (QAD), being the process owner of the Regional M&E System, will present the commendable accomplishments

- and the identified indicators of issues and concerns of the Schools Division Office (SDO) or Regional Office Functional Division (ROFD).
2. To facilitate the discussion, the following processes should be observed:
 - a. Document practices and procedures that led to program successes and make recommendations for applying them to similar future projects.
 - b. Establish the weaknesses/limitations in the design of the unsuccessfully implemented program(s).
 - c. Ascertain the action(s) taken that led to unsuccessful implementation of the program(s).
 - d. Determine the causes of low utilization of the budget.
 - e. Ascertain the context (environmental factors) affecting the issues and concerns.
 - f. Pay attention to the "unknowns" that may have increased implementation risks. Develop a way of looking out for these in future projects.
 - g. Determine if there are existing DepEd guidelines concerning the issues and concerns that must be strengthened to promptly implement the programs.
 3. Discussion of the presented indicators of issues and concerns of the Schools Division Office (SDO) or Regional Office Functional Division (ROFD).
 4. Identify the proposed action/recommendation by the Top Management regarding the issues and concerns.
 5. Allow the SDO or ROFD to present agenda or request for technical assistance. These requests for TA should be in direct response to the policy concerns and issues that contributed to the difficulties encountered in the implementation of the PPAs