



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, CID & SGOD
Section/ Unit Heads
All Others Concerned

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

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

DATE: December 18, 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 (Year-End Program Implementation Review (PIR)) on January 10, 2025 from 8:30 AM to 12:00 PM at SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.
3. This activity aims to:
 - a. assess the implementation of the major Programs, Projects and Activities (PPAs) of this Division vis-à-vis its committed outputs and targets for Quarter 4 of FY 2024;
 - b. track and report the progress of each project and activity of the major programs for FY 2024;
 - c. validate what have been achieved and its impact and adjust towards the achievement of the division educational objective; and
 - d. identify good implementation practices of the programs and projects based on experiences shared by the implementers to ensure effective implementation in improving learning outcomes and delivery of basic education services.

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4. In preparation for the PIR, each functional division (OSDS, CID and SGOD) is directed to conduct its own internal Program Implementation Review (PIR). Templates may be accessed through the following link <https://tinyurl.com/2024Q4PIR> . Slides 1-16 shall be accomplished by each functional division while the slide decks on Budget Utilization Report for Big Ticket Programs / Major PPAs, 4th Quarter and Over-All Assessment of the PAPs shall be accomplished by the Finance Unit (Budget). It is expected that all reports are submitted to SGOD-SMM&E on or before **January 8, 2025**.

5. Attached are the following enclosures:

Enclosure 1: Program of Activities

Enclosure 2: List of Participants

6. For queries and clarification, please contact the School Governance and Operations Division, through Fretzie P. Alcantara, SEPS – SMM&E at email address fretzie.alcantara@deped.gov.ph

7. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

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IMPLEMENTATION REVIEW**

SDO Marinduque Conference Hall,
January 10, 2025, Friday, 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
Hindsight on the Presentation of Good Practices during the 4 th Quarter TA-LACAYAN last December 9, 2024		
9:00 – 11:00 AM	HINDSIGHT / PIR PROPER	
	Budget Utilization Report for Big Ticket Programs/ Major PPAs	ARLENE M. MARASIGAN Administrative Officer V – Budget
	PIR Proper	
	Project CAIMMSA (Curriculum Assessment, Instructional Management and Monitoring of Special Activities)	JOHN M. CHAVEZ Chief Education Supervisor, CID
	Creating Tomorrow's Schools Today: SGOD V4.0	MA. CECILIA S. MANAY Chief Education Supervisor, SGOD
	Enhancing the Value of Performance through Better Customer Service Administrative	MAY BERNADETH O. DELA ROSA Administrative Officer V
	Legal	ATTY. AYSEL LEA R. PALMERO Legal Officer
	Finance	JOHN DHELTER P. PASTRANA Accountant III
	Information and Communications Technology	ENGR. DAVID M. ZOLETA, JR. ITO
	Gender and Development (GAD)	MAITA M. LAZARES Education Program Supervisor

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		Division GAD Focal Person DR. MABEL F. MUSA ASDS / Quality Management Representative
Quality Management System (QMS)		
Progress Monitoring on the Accomplishments vis-à-vis Division Education Development Plan		FRETZIE P. ALCANTARA SEPS- SMM&E
11:01 – 12:00 PM	Discussion	Panelists: Schools Division Superintendent Asst. Schools Division Superintendent
	Ways Forward / Announcements	MA. CECILIA S. MANAY Chief Education Supervisor, SGOD
	Closing Remarks	DR. MABEL F. MUSA Asst. Schools Division Superintendent
	Photo Opportunity	
	Closing Prayer	

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

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SDO Marinduque Conference Hall,
January 10, 2025, Friday, 8:30 AM – 12:00 PM

LIST OF PARTICIPANTS

No.	NAME	DESIGNATION
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
1	Dr. Lynn G. Mendoza	OIC, 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	Legal Officer
7	Engr. David M. Zoleta, Jr.	Information Technology Officer
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	Dr. Jennifer E. Monte	Education Program Supervisor
17	Freddie R. Malabayabas	Education Program Supervisor
18	Aurea L. Mazo	Public Schools District Supervisor
19	Myra R. Labay	Public Schools District Supervisor
20	Dr. Elvin C. Perlas	Public Schools District Supervisor
21	Dr. Maria Lourdes P. Ricohermoso	Public Schools District Supervisor
22	Constancia R. Vasco	Public Schools District Supervisor
23	Warlito P. Constantino	Public Schools District Supervisor
24	Dr. Jay P. Pena	Public Schools District Supervisor
25	Maridel G. Lincallo	Public Schools District Supervisor
26	Dr. Dingson A. De Sena	Public Schools District Supervisor
27	Dr. Joven M. Mogol	Public Schools District Supervisor
28	Michelle M. Mutya	EPS II – ALS
School Governance and Operations Division		
29	Ma. Cecilia S. Manay	Chief Education Supervisor
30	Maita M. Lazares	Education Program Supervisor
31	Bernadith R. Lacerna	Senior Education Program Specialist
32	Dr. Melanie M. Mendoza	Senior Education Program Specialist
33	Kyle David V. Atienza	Senior Education Program Specialist
34	Fretzie P. Alcantara	Senior Education Program Specialist
35	Marisol O. Luarda	Planning Officer III

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36	Rey R. Raymundo	Education Program Specialist II
37	Abet R. Faundo	Education Program Specialist II
38	Edgar H. Loto	PDO II / DRRM Coordinator
39	Engr. Arnold H. Moreno	Engineer III
40	Dr. Rica Mai O. Larga	Medical Officer

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