



DepEd-Division of Catanduanes
RECORDS SECTION

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Republika ng Pilipinas
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REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

27 February 2025

DIVISION MEMORANDUM
No. 178 s, 2025

CY 2025 SCHEDULE OF PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT (PIRPA) OF SDO CATANDUANES

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
SDO Unit/Section Heads
Program Owners
All other concerned

1. In reference to DepEd Order No. 29, s. 2022 re: Adoption of the Basic Education Monitoring and Evaluation Framework intends to simultaneously measure the progress of implementation of the PPAs within and across the organization, the performance of offices and schools based on the targets set in the Office Performance Commitment and Review Form (OPCRF), and their contribution to organizational outcomes.
2. Pursuant to Regional Memorandum No. 00128, s. 2025 re: CY 2025 Program Implementation Review and Performance Assessment (PIRPA) for DepEd Region V, this office through the School Governance and Operations Division, School Management, Monitoring and Evaluation (SGOD-SMME) shall conduct the CY 2025 PIRPA for SDO Catanduanes.
3. The following are the objectives of the conduct of the PIRPA:
 - a. Presentation of Physical and Financial accomplishments including the results of assessments;
 - b. Presentation of issues and concerns and those needing decisions from the Top Management;
 - c. Presentation of Planning, Procurement, and Financial Updates; and
 - d. Responses and commitments from the program proponents and implementers especially those identified PPAs for achieving their targets.
4. During the SDO Quarterly PIRPA, the Chief s of the three (3) Functional Divisions shall be given 20 minutes for the presentation and another 20 minutes for the



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discussion/interpellation with the Discussion panel/TWG. On the other hand, schools are advised to conduct their school PIRPA following the schedule provided in this Memorandum and shall submit PIRPA Reports to this office through the SGOD-SMME unit a week after the conduct of the School PIRPA.

5. Enclosed are the following:
 - a. SDO PIRPA Team/TWGs-Terms of Reference/Roles and Responsibilities
 - b. Executive Technical Committees
 - c. Schedule of PIRPA *ms*
 - d. List of Participants and Discussion Leaders/Panel (SDO Quarterly PIRPA)
 - e. Matrix of Activities
6. For inquiries or any clarifications about PIRPA, you may contact Maria Rita SR. Tablate, SEPS-SMME through email address: mariarita.tablate@deped.gov.ph
7. For information, guidance and compliance of all concerned.

CECILE C. FERRO

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



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Enclosure No. 1 to Division Memorandum No. 178, s. 2025

SDO PIRPA Team/Terms of Reference/Roles and Responsibilities

LEVEL OF GOVERNANCE	LEAD	PROCESS OWNER	TERMS OF REFERENCE	TECHNICAL WORKING GROUP
Schools Division Office	Schools Division Superintendent and Assistant Schools Division	1. School Governance and Operations Division-School Management, Monitoring and Evaluation Section-Program Implementation Review (SGOD-SMME-PIR) 2. School Governance and Operations Division-Planning and Research Unit - Plan Adjustment (SGOD-PRU)	<p>The Process Owners of the PIR and Plan Adjustment shall oversee and manage the conduct of the PIRPA in accordance with the established standards. They are responsible to collect data on physical and financial accomplishments, issues/concerns including recommendations to ensure implementation of PPAs, maintain a database facility to ensure that data and information collected from the PIRPA are properly managed and utilized, integrate reports, and ensure its dissemination. Performance Assessment in all governance levels shall be managed by the created Performance Management Team (PMT) whose functions are defined in DepEd Order No. 2, s. 2015: Guidelines on the establishment and implementation of Results-based Performance Management System (RPMS) at the Department of Education. All Heads of Offices shall be responsible in the monitoring of their respective OPCRFs vis-à-vis the WFPs or School Improvement Plan (SIP) in case of Schools. The Technical Working Group shall assist the process owners in the actual conduct of the PIRPA to ensure in-depth analysis of physical, financial, procurement and overall performance assessment will be undertaken and captures recommendations to deliver the goods and services of PPAs as planned. All Operating Units in all levels of governance shall be responsible to ensure the smooth implementation of the PIRPA.</p>	<ul style="list-style-type: none"> ➤ Office of the Schools Division Superintendent <ul style="list-style-type: none"> - Administrative Officer V (Admin) - Administrative Officer V (Budget) - Division Accountant - HRMO - Personnel In-charge of PMIS • Bids and Awards Committee Secretariat • Curriculum Implementation Division <ul style="list-style-type: none"> -CID Chief -Personnel In-charge of PMIS • School Governance and Operations Division <ul style="list-style-type: none"> - SGOD Chief - SMME SEPS - HRD SEPS - PRS SEPS - Planning Officer - TA Coordinator - Personnel In-charge of PMIS



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Enclosure No.2 to Division Memorandum No. 178, s. 2025

**CY 2025 SCHEDULE OF PROGRAM IMPLEMENTATION REVIEW AND
PERFORMANCE ASSESSMENT (PIRPA)**

EXECUTIVE/TECHNICAL WORKING COMMITTEES

ADVISORY/EXECUTIVE COMMITTEE

CECILE C. FERRO

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

DELFIN A. BONDAD

Public Schools District Supervisor
OIC, Office of the Assistant Schools Division Superintendent

MARY JEAN S. ROMERO

Chief, SGOD

ROMEL G. PETAJEN

Chief, CID

NORLITO JR. P. AGUNDAY

Attorney III

JENNIFER B. METICA

Information Technology Officer I

EVA S. TOLENTINO

Administrative Officer V (General Services)
(Budget)

LIZA R. BERNARDO

Administrative Officer V

CHERIE V. PEREZ

Administrative Officer IV (Records)

CRISTINA T. BARRAMEDA

Administrative Officer IV (Supply)

Administrative Officer IV (Cash)

MARICHELLE B. LLAVE

Administrative Officer IV (Personnel)



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ANGELO JAMES O. AGUINALDE

Accountant III

TECHNICAL COMMITTEE

AROLINE T. BORJA

Education Program Supervisor-SGOD

MARIA RITA SR. TABLATE

Senior Education Program Specialist

SGOD-SMME

ACHILLES V. ALBERTO I

Education Program Specialist II

SGOD-SMME

REY C. BONAYON

Planning Officer III

Planning & Research Unit

CAROL P. GIL

Senior Education Program Specialist

Human Resource Development

ELIZABETH S. URBANO

Education Program Specialist

Human Resource Development

MA. LOURDES M. SORRA

Project Development Officer I

Project Development Officer I

ADMINISTRATIVE OFFICE BIDS & AWARDS COMMITTEE

FINANCE UNIT



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Enclosure No. 3 to Division Memorandum No. 178, s. 2025

CY 2025 SCHEDULE OF PIRPA OF SDO CATANDUANES

PERIOD	TIMELINES	ACTIVITIES
Quarter 1 (January, February, March 2025)	April 1-4, 2025	<ul style="list-style-type: none"> - Gathering of data using the PIRPA data gathering templates - Conduct Internal PIRPA - Data validation - School PIRPA - Pre-PIRPA per FDs
	April 8, 2025	- SDO PIRPA Culminating Activity
	April 14-18, 2025	- Submission of PIRPA Reports together with the PIRPA gathering templates at the Regional Office
Quarter 2 (April, May, June)	July 1-4, 2025	<ul style="list-style-type: none"> - Gathering of data using the PIRPA data gathering templates - Conduct Internal PIRPA - Data validation - School PIRPA - Pre-PIRPA per FDs
	July 10, 2025	- SDO PIRPA Culminating Activity
	July 23-25, 2024	- RO PIRPA Culminating Activity
Quarter 3 (July, August, September)	October 1-3, 2025	<ul style="list-style-type: none"> - Gathering of data using the PIRPA data gathering templates - Conduct Internal PIRPA - Data validation - School PIRPA - Pre-PIRPA per FDs
	October 9, 2025	- SDO PIRPA Culminating Activity
	October 13-17, 2025	- Submission of PIRPA Reports together with the PIRPA gathering templates at the Regional Office
Quarter 4 (October, November, December)	January 8-12, 2026	<ul style="list-style-type: none"> - Gathering of data using the PIRPA data gathering templates - Conduct Internal PIRPA - Data validation - School PIRPA - Pre-PIRPA per FDs
	January 18, 2026	- SDO PIRPA Culminating Activity
	January 22-24, 2026	- RO PIRPA Culminating Activity



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Enclosure No. 4 to Division Memorandum No. 178, s. 2025

LIST OF PARTICIPANTS- CY 2025 QUARTERLY PIRPA

No.	PARTICIPANTS
1	OIC SDS Cecile C. Ferro
2	OIC, ASDS Delfin A. Bondad
3	Chief, CID
4	Chief, SGOD
5	Attorney III
6	Information Technology Officer I
7	AO V- General Services
8	AO V-Budget
9	AO IV-Personnel
10	AO IV-Records
11	AO IV-Supply
12	AO IV-Cashier
13	Accountant III
14	CID EPS Representative
15	EPS, LRMDS
16	ALS Representative
17	PSDS Representative
18	EPS, SGOD
19	SEPS, SMME
20	EPS II, SMME
21	SEPS, SocMobNet
22	DRRMO
23	SEPS, HRD
24	EPS II, HRD
25	CID PMIS In-Charge
26	SEPS, PRS
27	Planning Officer III
28	Engineer III
29	Medical Officer III
30	PDO 1-Senior High School

DISCUSSION LEADERS/PANEL

- | | |
|-------------------------------|--|
| 1. Cecile C. Ferro | -OIC Schools Division Superintendent |
| 2. Delfin A. Bondad | -OIC Assistant Schools Division Superintendent |
| 3. Mary Jean S. Romero | -Chief, SGOD |
| 4. Romel G. Petajen | - Chief, CID |
| 5. Eva S. Tolentino | - Administrative Officer V-General Service |



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Enclosure No. 5 to Division Memorandum No. 178, s. 2025

**INDICATIVE PROGRAM OF ACTIVITIES
CY 2025 QUARTERLY PIRPA**

TIME	ACTIVITY	IN-CHARGE
7:30-8:00 AM	Registration	Support Staff
8:00 -8:30 AM	Program Preliminaries	PMT
8:30-8:45 AM	Statement of Purpose	SGOD
8:45-9:00 AM	Presentation of BCC in the previous PIRPA	SMME
9:30-9:45 AM	Procurement Report	BAC
9:45-11:00 AM	PMIS Report	PMIS In-Charge of 3 FDs
11:00 – 12:00 noon	LUNCH BREAK	
1:00-1:20 PM	Discussions on issues/concerns in the previous report	Discussion Leaders
1:20-2:00 PM	Presentation of Report and Interpellation	CID Chief, Discussion Leaders
2:00 – 2:40 PM	Presentation of Report and Interpellation	OSDS Representative Discussion Leaders
2:40-3:20 PM	Presentation of Report and Interpellation	SGOD Chief Discussion Leaders
3:20-3:30 PM	Issues/Concerns/Bottlenecks	Participants
3:30-3:45 PM	Top Management Response	Top Management
3:45-4:45 PM	Finalization and Submission of Reports per FD (Hard and soft copy)	Participants from the 3 FDs
4:45-5:00 PM	Wrap-up/Ways Forward Closing	PMT
5:00 onwards	Home sweet home	Participants



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