



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

March 27, 2025

DIVISION MEMORANDUM

No. 912, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 178, S. 2025 RE: CY 2025  
SCHEDULE OF PROGRAM IMPLEMENTATION REVIEW & PERFORMANCE  
ASSESSMENT (PIRPA) OF SDO CATANDUANES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/District-In-Charge  
SDO Unit/Section Heads  
Program Owners  
All Others Concerned

1. This is to inform all concerned that the CY 2025 Quarter 1 SDO PIRPA will be held at the SGOD Office from 8:30 AM to 5:00 PM.
2. In this regard, all functional divisions are advised to conduct a pre-PIRPA session on April 7, 2025, at 9:00 AM. This will provide an opportunity to ensure that all reports and data are accurate and complete. Templates for data preparation will be provided.
3. For information, guidance and compliance.

  
**CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



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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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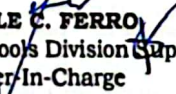
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discussion/interpellation with the Discussion panel/TWG. On the other hand, schools are advised to conduct their school PIRPA following the schedule provided in this Memorandum and shall submit PIRPA Reports to this office through the SGOD-SMME unit 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](mailto: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. 179, 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-a-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"> <li>➤ Office of the Schools Division Superintendent               <ul style="list-style-type: none"> <li>- Administrative Officer V (Admin)</li> <li>- Administrative Officer V (Budget)</li> <li>- Division Accountant</li> <li>- HRMO</li> <li>- Personnel In-charge of PMIS</li> </ul> </li> <li>• Bids and Awards Committee Secretariat</li> <li>• Curriculum Implementation Division               <ul style="list-style-type: none"> <li>-CID Chief</li> <li>-Personnel In-charge of PMIS</li> </ul> </li> <li>• School Governance and Operations Division               <ul style="list-style-type: none"> <li>- SGOD Chief</li> <li>- SMME SEPS</li> <li>- HRD SEPS</li> <li>- PRS SEPS</li> <li>- Planning Officer</li> <li>- TA Coordinator</li> <li>- Personnel In-charge of PMIS</li> </ul> </li> </ul>



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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)

**MARICHELE 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"> <li>- Gathering of data using the PIRPA data gathering templates</li> <li>- Conduct Internal PIRPA</li> <li>- Data validation</li> <li>- School PIRPA</li> <li>- Pre-PIRPA per FDs</li> </ul>
	April 8, 2025	- <b>SDO PIRPA Culminating Activity</b>
	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"> <li>- Gathering of data using the PIRPA data gathering templates</li> <li>- Conduct Internal PIRPA</li> <li>- Data validation</li> <li>- School PIRPA</li> <li>- Pre-PIRPA per FDs</li> </ul>
	July 10, 2025	- <b>SDO PIRPA Culminating Activity</b>
	July 23-25, 2024	- <b>RO PIRPA Culminating Activity</b>
Quarter 3 (July, August, September)	October 1-3, 2025	<ul style="list-style-type: none"> <li>- Gathering of data using the PIRPA data gathering templates</li> <li>- Conduct Internal PIRPA</li> <li>- Data validation</li> <li>- School PIRPA</li> <li>- Pre-PIRPA per FDs</li> </ul>
	October 9, 2025	- <b>SDO PIRPA Culminating Activity</b>
	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"> <li>- Gathering of data using the PIRPA data gathering templates</li> <li>- Conduct Internal PIRPA</li> <li>- Data validation</li> <li>- School PIRPA</li> <li>- Pre-PIRPA per FDs</li> </ul>
	January 18, 2026	- <b>SDO PIRPA Culminating Activity</b>
	January 22-24, 2026	- <b>RO PIRPA Culminating Activity</b>



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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**

- |                               |  |
|-------------------------------|--|
| <b>1. Cecile C. Ferro</b>     | -OIC Schools Division Superintendent           |
| <b>2. Delfin A. Bondad</b>    | -OIC Assistant Schools Division Superintendent |
| <b>3. Mary Jean S. Romero</b> | -Chief, SGOD                                   |
| <b>4. Romel G. Petajen</b>    | - Chief, CID                                   |
| <b>5. Eva S. Tolentino</b>    | - 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	<b>LUNCH BREAK</b>	
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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