


RELEASEDBY:  No. 394
DATE: MAR 16 2026 TIME: 4:55

Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

March 12, 2026

DIVISION MEMORANDUM

No. 394 s, 2025

CY 2026 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. 00367, s. 2026 re: CY-2026 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 2026 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.



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4. During the SDO Quarterly PIRPA, the Chiefs of the three (3) Functional Divisions shall be given 20 minutes for the presentation and another 20 minutes for the 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
 - 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.

By Authority of the OIC – Schools Division Superintendent


EVA S. TOLENTINO
Administrative Officer
Officer-in-Charge



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Enclosure No. 1 to Division Memorandum No. 394, s. 2026

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 | <ol style="list-style-type: none"> School Governance and Operations Division-School Management, Monitoring and Evaluation Section-Program Implementation Review (SGOD-SMME-PIR) 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.</p> <p>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</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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|--|--|--|---|--|
| | | | <p>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> | |
|--|--|--|---|--|



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Enclosure No.2 to Division Memorandum No. 394, s. 2026

CY 2026 SCHEDULE OF PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT (PIRPA)

EXECUTIVE/TECHNICAL WORKING COMMITTEES

ADVISORY/EXECUTIVE COMMITTEE

MA. JEANY T. ABAYON

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

DELFIN A. BONDAD

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)

LIZA R. BERNARDO

Administrative Officer V (Budget)

CHERIE V. PEREZ

Administrative Officer IV (Records)

CRISTINA T. BARRAMEDA

Administrative Officer IV (Supply)

MARJOROSE T. LOPEZ

Administrative Officer IV (Cash)

MARICHELLE B. LLAVE

Administrative Officer IV (Personnel)

ANGELO JAMES O. AGUINALDE

Accountant III



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TANGGAPANG PANSANGAY NG CATANDUANES

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

FLOREN P. CLAVO
Senior Education Program Specialist
Planning & Research Unit

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 II
Human Resource Development

MA. LOURDES M. SORRA
Project Development Officer I

ALFRED Z. BAGADIONG, JR.
Project Development Officer I

ADMINISTRATIVE OFFICE

BIDS & AWARDS COMMITTEE

FINANCE UNIT



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TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure No. 4 to Division Memorandum No. 394, s. 2026

LIST OF PARTICIPANTS- CY 2025 QUARTERLY PIRPA

| No. | PARTICIPANTS |
|-----|----------------------------------|
| 1 | OIC SDS Ma. Jeany T. Abayon |
| 2 | 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 |



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DISCUSSION LEADERS/PANEL

- | | |
|-------------------------------|---|
| 1. Ma. Jeany T. Abayon | -OIC Schools Division Superintendent |
| 2. Delfin A. Bondad | -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 Services |

Enclosure No. 5 to Division Memorandum No. 311, s. 2026

INDICATIVE PROGRAM OF ACTIVITIES
CY 2026 SDO 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 F |
| 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 FDs |
| 4:45-5:00 PM | Wrap-up/Ways Forward Closing | PMT |
| 5:00 onwards | Home sweet home | Participants |



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