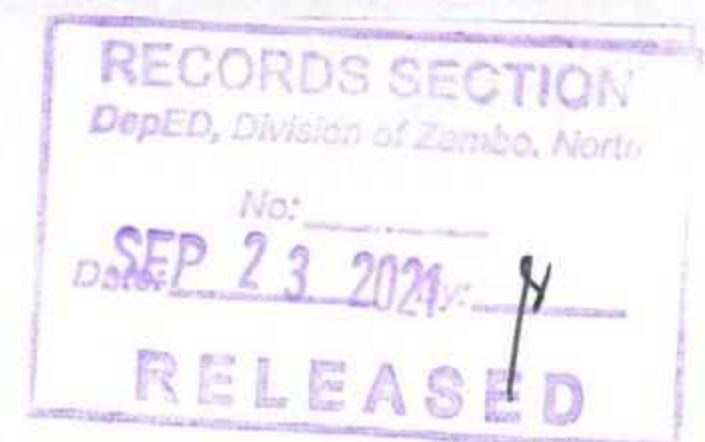




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 474 s. 2021

TO : **Functional Division Chiefs**  
**Section/Unit Heads**  
**Concerned Office & Field Personnel**

FROM : **MA. LIZA R. TABILON** Ed.D CESO V  
Schools Division Superintendent

SUBJECT : **CONTEXTUALIZED MECHANISMS IN THE CONDUCT OF  
DIVISION PROGRAM IMPLEMENTATION REVIEW (PIR)**

DATE : September 21, 2021

1. Enclosed is the outline of contextualized mechanisms in the conduct of program implementation reviews (PIR) across various governance levels in this division, for the purpose of establishing harmonized PIR procedures, consistent with the spirit of DepEd Order 44, s. 2010, and the M&E system as imbedded in the BE-LCP & the DEDP. The contextualized version is centered on the use of data-based tools for the presentation and evaluation of accomplishment versus physical and/or financial targets as pre-determined and set in the implantation/transition plans.
2. As such, this Office hereby directs the adoption of this contextualized version effective end-of the year PIR, this December 2021. The SGOD under the supervision of Chief Joy E. Letran-Singson, EMD is tasked to conduct orientation of said mechanisms to all concerned SDO personnel.
3. Meanwhile, schools are encouraged to harmonize their PIR procedures with this contextualized version, including the use of relevant forms. They are likewise encouraged to benchmark the conduct of division end-of the year PIR.
4. For queries, feel free to direct your call or text to CES Joy E. Letran-Singson EMD, thru 0998-986-3087 or SEPS Wilson H. Inding thru 0938-737-5625 (SMART),
5. Compliance with and wide dissemination of this Memorandum is desired.

SGOD-SMM&E/MEMORANDUM ON CONTEXTUALIZED PIR/09212021







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Enclosure

## OUTLINE OF CONTEXTUALIZED MECHANISMS IN THE CONDUCT OF PROGRAM IMPLEMENTATION REVIEW

### I. PRE- PIR STAGE

#### 1. Revisiting of the Implementation/Transition Plan

-Ensure that the Physical and in proper cases, financial targets are set and settled since the PIR is centered on the extent of accomplishment of the targets

#### 2. Accomplishment of the expected output/result indicators and the physical targets as provided in the evaluation tool

-Refer to Annex B, re: evaluation tool template

#### 3. Composition of the PIR Panel of Evaluators

##### A. Proposed composition of PIR Panel at the SDO level

CID	SGOD	OSDS/Admin
CID Chief	SGOD Chief	AO V
SGOD Chief/ SGOD Rep.	CID Chief/ CID Rep.	SGOD Chief/Rep
AO V/Finance Personnel	AO V/Finance Personnel	CID Chief/Rep

##### B. Proposed composition of PIR Panel at the district & school levels

District	School
Surrogate Supervisor	PSDS
Concerned PSDS	Principal/School Head
SGOD Supervisor/Representative	Master Teacher/Head Teacher, if any
ALS Supervisor/Specialist	

*The ALS shall also conduct their separate PIR at the district level. The district PIR panel is still the same.*

#### 4. Schedule of PIR

The PIR shall be conducted twice a year (bi-annual), namely: Mid-year (S1) to take place between the last week of June an 1<sup>st</sup> week of July, and end-of-the-year (S2) in the 2<sup>nd</sup> to 3<sup>rd</sup> week of December.

### II. PIR PROPER

#### 1. Presentation by program proponent

-A power point presentation preferably for 5-7 minutes is to be done each program owner/proponent. The PPT should highlight the status/extent of implementation of the program/s in tabular manner. Best practice/s , Only pertinent MOV/s as agreed are to be presented.

- After the program owner's presentations, the CES will likewise present the functional division WFP to track and evaluate the physical and financial accomplishments of said plan.







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**2. Assessment by the panel**

- The assessment and evaluation shall be guided by the evaluation tool.
- Best practices, if any as well as issues and concerns will also be discussed.
- Presentation of findings and recommendations

**3. Summary of reports**

- The summary of the reports in tabular form (following the evaluation form) shall form part of the minutes of the PIR proceedings. The Secretariat takes charge on this aspect.

**III. POST PIR STAGE**

**1. Plan Adjustment and crafting of TA/Catch -Up plan**

- Agreements during the PIR must be incorporated in the adjusted plan. TA/catch-up plan should also be made to address the identified gaps. Meeting by functional division may be required to do this plan adjustment and the crafting of the TA plan (Annex 2)

**2. Implementation and monitoring of the adjusted and TA plans**

- The program owner/proponent himself/herself will monitor and evaluate the implementation of the adjusted and technical assistance plans.

**3. Consideration to the Galing Norte Award for Best Program Implementer**

- Program owners who garnered the most gains and remarkable best practice may be considered for the Galing Norte Best Program Implementer





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Annex 1

**MONITORING AND EVALUATION TOOLS**

**A. Monitoring Tool ( During the program implementation )**

OUTPUT/KPI/PIA	MOV's	STATUS		
		Done	On-going	To be done
1				

**B. Evaluation Tool ( After the program implementation/ during the PIR)**

OUTPUT/KPI	TARGET		ACCOMPLISHMENT		% of Accomplishment	Gain/Gap
	S1	S2	S1	S2		

Findings and Recommendations

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Annex 2

***Suggested Technical Assistance Plan template***

Identified Gaps/ Needs	TA Objectives	TA activity	Physical Target	Target Date/s	Resources		
					Persons Involved	Material	Budget

DepEd Order No. 44, s. 2010 known as "Adoption of KRT 3: Quality Assurance and Accountability Framework"; Institutionalization of the Quality Management System in DepEd

RA 9155 – Governance of Basic Education of 2001

