



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 9, 2025

DIVISION MEMORANDUM

No. 469 s. 2025

**3rd QUARTER SCHOOL/DISTRICT/DIVISION
PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principal/Head Teacher In-charge of the District
Senior/Education Program Specialists
Heads of Public and Private Elementary, Secondary Schools
and Integrated Schools
All Others Concerned

1. To quality assure the implementation of the programs, projects, and activities and monitor the performance targets indicated in the School Improvement Plan, Annual Implementation Plan and Work and Financial Plan of the schools and Schools Division Office, this office will conduct the **3rd Quarter Division Program Implementation Review and Performance Assessment (PIRPA) on October 2-3, 2025 at Ati-atihan Festival Hotel, XIX Martyrs Street, Kalibo, Aklan.**
2. The following are the objectives of the activity:
 - a) present status of performance indicators and accomplishments for the quarter;
 - b) present the status of completed outputs based on the Work and Financial Plan/Annual Implementation Plan;
 - c) present the status of the major programs;
 - d) present the overall assessment of Programs, Projects, and Activities (PPAs);
 - e) present the status of the School Improvement Plan targets; and
 - f) present the issues/concerns and the reasons for the underachievement/overachievement of PPA implementation captured through the Bottlenecks, Lags, Issues, and Concerns (BLICs).



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
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3. The following is the schedule of PIRPA activities including the venue/platform and participants:

Date/Time	Activity	Venue/Platform	Participants
September 16, 2025 9:00 AM	Pre-PIRPA Conference	Online platform	Schools Division Superintendent, Assistance Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Senior/Education Program Specialists, Section/Unit Heads, SDO Personnel In-Charge of the District, District Internal Monitors/Validators and District PIRPA TWG and other personnel concerned
September 17, 2025	Coordination Meeting with Division Internal Monitors	Face-to-Face SDO Conference Room, SDO Aklan, Numancia, Aklan	Division Internal Monitors (OSDS, CID, SGOD)
September 18-19, 2025	School PIRPA	Face-to-Face/Online platform	School Head, School Internal Monitors/Validators and School PIRPA TWG



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September 25-26, 2025	District PIRPA and Validation	Face-to-Face/Online platform	Public Schools District Supervisors, School Heads, SDO Personnel In-charge of the District, District, Internal Monitors/Validators and District PIRPA TWG
September 24, 2025	Validation of Accomplishments of Functional Divisions OSDS	Face-to-Face SDO Conference Room, SDO Aklan, Numancia, Aklan	Schools Division Superintendent, Assistance Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Senior/Education Program Specialists, Division Internal Monitors, Section/Unit Heads and other personnel concerned
September 25, 2025	CID		
September 26, 2025	SGOD		
October 2-3, 2025	Division PIRPA	Face-to-Face Ati-atihan Festival Hotel XIX Martyrs Street, Kalibo, Aklan	Schools Division Superintendent, Assistance Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Senior/Education Program Specialists, Division Internal



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			Monitors, Section/Unit Heads, Division PIRPA TWG/ Committees and other personnel concerned
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Activity Matrix

Time	Day 1	Day 2
8:00-9:00	-Registration	-Preliminaries
9:00-12:00	PART I. OPENING PROGRAM PART II. PIRPA PROPER -Technical Assistance Provision by SDO - District PIRPA Presentation by: Public Schools District Supervisors/ Principal In-Charge of the District	- PIRPA-Division Office Proper -PPA Updates and Accomplishments -Financial Concern -Presentation of Quarterly Performance and Accomplishment By: Functional Division (OSDS, CID, and SGOD)
12:00-1:00	NOON BREAK	
1:00-5:00	- Continuation of District PIRPA Presentation	-Summary of Issues and Concerns that Need Technical Assistance Provisions (Recommended Actions and Agreements) -Quarterly Adjustment (PMIS/BAR/QAME) PART III. CLOSING PROGRAM

4. All schools/districts shall conduct School/District to examine the progress of the plans in terms of physical, implementation schedule, and financial performance based on the committed outputs in the approved Work and Financial Plan/Annual Implementation Plan/ School Improvement Plan. This shall review whether or not the targeted outputs were delivered as scheduled and the proposed funding was executed as planned. The conduct of School/District PIRPA and Validation of Accomplishment shall be monitored and participated by the **Public Schools District Supervisor and Division Personnel In-Charge of the District.**



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5. The process of how the Division/District/School PIRPA would still be based on **Regional Memorandum No. 167, s. 2023** titled *Guidelines on the Conduct of Regional/Division/School Monitoring, Evaluation and Adjustment*.
6. The parts of the template based on **R.M. No. 167, s. 2023 before PIRPA Reporting Proper** are the following:

Quarterly Accomplishment

- A. 1. Status of Performance Indicators (to be determined per quarter)
 - Segmentation/Prioritization
 - Characterization using K-12 Curriculum Support System (Related to the KPIs)
 - Issues (Gaps), Hindering Factors, Actions to be taken/Interventions
 - Facilitating Factors/Best Practices/Innovations
 - Highlights/Achievements
 2. Summary of Accomplishment
 3. Summary of Completed Output
 4. Actual Accomplishment
 5. Unaccomplished Activities
 - B. 1. Top three Highlights of Targets and Accomplishments
 2. Gaps/Pressing Concerns that Needs to be addressed by the Top Management
 3. Insights/Lessons Gained
 - C. PPAs Implementation
 - D. Catch-Up Plan
3. The parts of the presentation during the School/District/Division MEA Reporting Proper based on **R.M. No. 167, s. 2023** are the following:
 - I. **Reporting Proper**
 - A. Analysis of KPIs (Top 3 performance indicators)





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- B. Summary of accomplishments (per school/functional division)
 - C. Summary of Completed Outputs
 - D. Top three (3) Highlights of Targets and Accomplishments
 - E. Gaps/Pressing Concerns that Needs to be addressed by the Top Management
 - F. Insights/Lessons Gained
4. The school/district may include other leading indicators/KPIs not included in the template which deemed important and need immediate action.
5. The Summary of Issues and Concerns that Need TA provisions shall be presented after the presentation by the Technical Working Group, led by the Public Schools District Supervisor/TA Focal Person for recommended actions and agreements. The tools and templates are found in R.M. No. 167, s. 2023 and R.M. No. 516 s. 2024.
6. Attached are the following enclosures:
- a. Enclosure No. 1- 3rd Quarter Performance Indicators Template
 - b. Enclosure No. 2- Division Steering Committee
 - c. Enclosure No. 3- 3rd Quarter PIRPA M&E Tool
7. All schools shall accomplish the online PIRPA M&E tool **on or before September 23, 2025**. Using the link (**will be sent later**), attach the following documents: **Accomplished School PIRPA M&E tool (word file), Quarterly Accomplishment (excel), PIRPA Proper Report (ppt saved as pdf) and Post-PIRPA Quarterly Report (word file)**.
8. All districts shall submit the following to the Division Office, Office of the School Governance and Operations Division (SGOD), attn.: SEPS June R. Patricio/EPSt John C. Marciales, **on or before September 29, 2025**:
- a. Accomplished District Consolidated Performance Indicators Template (completely accomplished in soft copy in Excel Form)
 - b. Accomplished District PIRPA Dash Board (**Link will be sent later.**)
 - c. Accomplished District PIRPA M&E Tool (hard copy)
 - d. District PIRPA Presentation (soft copy in PowerPoint presentation)
 - e. Accomplished Validation Checklist and Validation Report
 - f. Post-PIRPA Quarterly Report





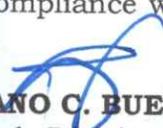
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SCHOOLS DIVISION OF AKLAN

Soft copies of reports listed above shall be sent through this e-mail address: **june.patricio001@deped.gov.ph** and cc: **john.marciales@deped.gov.ph**.

9. During the presentation, the school/district presenter will provide four (4) copies of PIRPA Report (Performance Indicators only) to the reactors for reference. Each presenter will be given only **15 minutes per presentation**, following the PIRPA process. Allotted time must be strictly followed. **The presentation must be simple and shall have no animation nor transition.**

Note: For School: Bring your M&E Framework (SIP KPIs) BEMEF Implementation Plan, M&E Plan, AIP and MOVs for Validation

10. The participants of this activity shall strictly adhere to the health protocols (Refer to D.O. No. 14, s. 2020 – Guidelines on the Required Health Standards in Basic Education Offices and Schools).
11. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of L&D interventions on the account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunities.
12. Expenses incurred relative to this activity shall be chargeable against MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
13. Immediate dissemination of and compliance with this Memorandum are desired.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

Enclosure: As stated

Reference: R.M. No. 167, s. 2023 and RM No. 516, s. 2024

To be indicated in the Perpetual Index
under the following subjects:

POLICY

SCHOOLS

SUPERVISION

JRP/jcm



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PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT

PERFORMANCE INDICATORS

3rd Quarter of 2025

Name of School: _____ District: _____

PILLAR	Performance Indicators	M	F	T	MOVs														
ACCESS	Total Number of Learners at Risk of Dropping Out																		
	Elementary (K-G6)			0	School Report on Learners at Risk of Dropping Out														
	JHS (G7-10)			0															
	SHS (G11-12)			0															
	Total Number of ALS A&E Passers																		
	Elementary			0	School Report on ALS A&E Passers														
Secondary			0																
PILLAR	Performance Indicators																		
	No. and Percentage of Passing by Subject Area (Based on SF9 or Form 138)	Enrollment	English			Percentage	Filipino			Percentage	Math			Percentage	Science			Percentage	
	Grade Levels		M	F	T	%	M	F	T	%	M	F	T	%	M	F	T	%	
	Grade 1				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	Grade 2				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	Grade 3				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	Grade 4				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	Grade 5				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	Grade 6				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	Grade 7				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	Grade 8				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	Grade 9				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	Grade 10				0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!	
	TOTAL	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Senior High School (Kindly specify the subjects Passed) 1st Semester																		
	SUBJECTS		Enrollment	Oral Communication in Context			Percentage	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino			Percentage	General Mathematics			Percentage	Earth and Life Science			Percentage
				M	F	T	%	M	F	T	%	M	F	T	%	M	F	T	%
	Grade 11					0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!
	SUBJECTS		Enrollment	Media and Information Literacy			Percentage	Introduction to the Philosophy of the Human Person/Pambungad sa Pilosopiya ng Tao			Percentage	Contemporary Philippine Arts from the Regions			Percentage	Physical Science			Percentage
				M	F	T	%	M	F	T	%	M	F	T	%	M	F	T	%
	Grade 12					0	#DIV/0!			0	#DIV/0!			0	#DIV/0!			0	#DIV/0!
	Reading Level (Mother Tongue, English and Filipino)		Baseline																
			Full Refresher	Moderate Refresher	Light Refresher	Grade Ready													
	CRLA 2023-2024																		

QUALITY	Mother Tongue 1					CRLA Results	
	Mother Tongue 2						
	Mother Tongue 3						
	Filipino 2						
	Filipino 3						
	English 3						
	Total	0	0	0	0		
	PHIL -IRI 2023-2024	English		Filipino			Phil-IRI Results
		GST Results		GST Results			
		Pre	Post	Pre	Post		
Grade Levels							
Grade 4 (GST Results ≤13)							
Grade 5 (GST Results ≤13)							
Grade 6 (GST Results ≤13)							
Grade 7 (GST Results ≤18)							
Grade 8 (GST Results ≤18)							
Grade 9 (GST Results ≤18)							
Grade 10 (GST Results ≤18)							
Grade 11 (GST Results ≤18)							
Total	0	0	0	0			
Level of Proficiency in Numeracy	Pre-Test					Pre-Test E-RUNT Results	
	High Proficient (HP)	Proficient (P)	Nearly Proficient (NP)	Low Proficient (LP)	Not Proficient (NP)		
	90%-100%	75%-89%	50%-74%	25%-49%	0%-24%		
Grade Levels							
Grade 1							
Grade 2							
Grade 3							
Grade 4							
Grade 5							
Grade 6							
Grade 7							
Grade 8							
Grade 9							
Grade 10							
Grade 11							
Total	0	0	0	0	0		
No. of Instructional Supervision conducted by School Head	Target	Actual No. of Instructional Supervision Conducted		Instructional Supervision Report and others			
No. of Teachers attended LAC Session	M	F	T	LAC Session Report and others			
			0				
No. of Teachers Attended Other Training			0	List of Teachers Train/Report and others			
Number of public-school teachers and teaching-related and non-teaching staff trained	M	F	T	List of Teachers/Teaching related and Non-teaching staff Trained/Report and others			
Teachers			0				

Note: Count the public-school teachers and teaching-related staff trained once (from school to international level)

REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF AKLAN

DISTRICT:
SCHOOL :
PERIOD COVERED:
BUDGET ALLOCATION (MOOE):

ANNUAL IMPLEMENTATION PLAN 2025
ELEMENTARY

Output Code (OC)	Programs/ Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	Jan.	Feb.
INSTRUCTIONAL LEADERSHIP							
LEARNING ENVIRONMENT							
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT							
PARENTS' INVOLVEMENT AND COMMUNITY PARTNERSHIP							
SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS							
TOTAL						#REF!	#REF!

Prepared by:

Noted:

Checked by:

Recommending appr

School Head

Public Schools District Supervisor

ANN RAYSHELLE L. NADUA
Administrative Officer V
Budget Officer III

DARREN N. NAELGAS, PhD
Senior Education Program Specialist
Planning and Research

RAMON D. PARAS JF
OIC, Assistant School



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VALIDATION CHECKLIST

BASIC INFORMATION

Functional
Division/Support
Unit Validated/SDO: _____
Date of Conduct of
MEA: _____
Date of Validation: _____
Validators: _____

KRA & Activity (WFP-based)	Mode Of Verification			Agreement(s)
	Available (✓) (List down the MOVs)	Not Available (x)	Remarks (Accepted, Not Accepted, For submission)	
(For SDOs and RO FDs)				
KRA 1				
KRA 2				



Address: Duran Street, Iloilo City, 5000
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KRA 3				
KRA 4				
II.RMEA	Mode Of Verification			
Reporting Proper				
<i>(For SDOs and RO FDs)</i>	Available () (List down the MOVs	Not Available (x)	Remarks (Accepted, Not Accepted, For submission)	Agreement(s)
A.Top three Highlights of Targets and Accomplishments				
B.Gaps/Pressing Concerns that Needs to be addressed by the Top Management				
C.Insights/Lessons Gained				





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Other Available Relevant Data and MOV				
Suggestions/Recommendations				

Prepared by: (Name & Signature and Position of Validating Team)

Note: The signed accomplished Validation Tool shall be submitted to the TWG.

VALIDATION REPORT

I. BASIC INFORMATION

MEA Schedule: _____
Date of Validation: _____
Name of Validators: _____

II. VALIDATION RESULTS

SDOs/FDs	Number of Presented Accomplishments vs. Validated Accomplishments	Observations/Findings on the presentations and validation process	Recommendations

III. GENERAL COMMENTS

Signature of the Validating Team



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Heading

School:

District:

CATCH UP PLAN

Output Indicators	Physical Target	Reasons for delay or rescheduling	Action Plan	Person In-Charge	Target Date of Completion

Prepared and Submitted by:

Recommending Approval:

Approved by:

School Head

PSDS

SDS



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SCHOOLS DIVISION OF AKLAN

Enclosure No. 2 of Division Memorandum No. 469, s. 2025

**DIVISION PROGRAM IMPLEMENTATION REVIEW AND
PERFORMANCE ASSESSMENT TECHNICAL WORKING GROUP**

FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent
Chairperson

RAMON D. PARAS JR. EdD
Assistant Schools Division Superintendent

DOBIE P. PAROHINOG PhD
Chief Education Supervisor, Curriculum Implementation Division

MICHAEL T. RAPIZ
Chief Education Supervisor, School Governance and Operations Division

CHARLIE I. URETA
Education Program Supervisor, School Governance and Operations Division
Division Technical Assistance Focal Person

JUNE R. PATRICIO
Senior Education Program Specialist
School Management Monitoring and Evaluation Section

JOHN C. MARCIALES
Education Program Specialist II
School Management Monitoring and Evaluation Section

Co-chairpersons



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SCHOOLS DIVISION OF AKLAN

WORKING COMMITTEES

Program

June R. Patricio
John C. Marciales
Allan Carlo C. Soriano
Cindy D. Bautista

Attendance/Registration/Certificates

John C. Marciales
Cindy D. Bautista
Niño Sean Axl T. Morales
Richelle Anne G. Reyes
Denor D. Torres

Documentation

Dr. Miko John D. Lopez
Milgie C. Villareal
Nelieta Z. Iradiel

Finance

Marissa A. Jizmundo
Ann Rayshelle L. Nadua/
Geovelyn I. Mortalla
Feby D. Moleta

Meals/Refreshments, Cleanliness

Leoncio T. Regalado
Jeselee M. Marzoña
Richelle Anne G. Reyes

Stage Decoration/ Venue, Tables, Chairs, Hall Arrangement and Sounds

Engr. Meljan I. Torres
Rommel B. Zante
Denor D. Torres

LCD, Laptop/Online Apps and Other Program Paraphernalia

Floradel P. Jamero
Mahnnie Q. Tolentino
Jules Liancarlo P. Jamero

QAME Associates

June R. Patricio
John C. Marciales
Sheena Ricka Y. Mamburam

Health and Wellness

Dr. Rhoby M. Fernandez
School Health and Nutrition Section

Secretariat/Timer

Ar. Mar Bien Gregory G. Parel
Apple Gay M. Oquendo
Michael Angelo T. Garcia
Niño Sean Axl T. Morales
Maria Teresa I. Gallardo



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Enclosure No. 3 of Division Memorandum No. 469, s. 2025

3rd QUARTER PROGRAM IMPLEMENTATION REVIEW
PERFORMANCE ASSESSMENT M&E TOOL

Basic Information:

<i>School:</i>		<i>Inclusive Date/s of SPIRPA/DisPIRPA:</i>	
<i>District:</i>		<i>Venue:</i>	

Total Number of Districts/Schools Participated:	
Total Number of Participants:	
<i>Mode of Delivery:</i>	

A. MEA Preparation:	Evident	Not Evident	Remarks
1. Issuance of Memo regarding the School PIRPA indicating the following:			
a. Purpose/s of PIRPA			
b. Expected Output/s			
c. Committee specific for the activity			
2. Accomplished Quarterly Accomplishment Template			
A.-Status of Performance Indicators			
-Summary of Accomplishment			
-Actual Accomplishment			
-Unaccomplished Activities			
B.-Top three highlights of Targets and Accomplishments			
-Gaps/Pressing Concerns that Needs to be addressed by the Top Management			
-Insights/Lessons Gained			
C. PPAs Implementation			





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B. PIRPA Proper:			
1. Sharing of best practices			
2. Presentation of the following:			
a. Analysis of KPIs			
b. Summary of Accomplishments			
c. Top three Highlights of Targets and Accomplishments			
d. Gaps/Pressing Concerns that Needs to be addressed by the Top Management			
e. Insights/Lessons Gained			
3. Others (pls. specify)			
C. Post PIRPA:			
1. WFP/AIP Adjustment			
2. Harvesting of PMIS accomplishment for the quarter (if applicable)			
3. Presence of Minutes			
4. Consolidated KPIs/Performance indicators for the quarter			
5. Submission of PIRPA Reports			
Please attach pictures: (Kindly attached additional sheet if necessary)			
General Observations:			
Recommendation/s:			
Monitored by:		Date:	
_____		_____	
Name & Signature/Position			



