



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

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November 17, 2025

**DIVISION MEMORANDUM**

No. **636** s. 2025

**4<sup>th</sup> 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 **3<sup>rd</sup> Quarter Division Program Implementation Review and Performance Assessment (PIRPA) on December 4-5, 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).



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3. The following is the schedule of PIRPA activities including the venue/platform and participants:

<b>Date/Time</b>	<b>Activity</b>	<b>Venue/Platform</b>	<b>Participants</b>
November 21, 2025 1:00 PM	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
November 26, 2025	Coordination Meeting with Division Internal Monitors	Face-to-Face SDO Conference Room, SDO Aklan, Numancia, Aklan	Division Internal Monitors (OSDS, CID, SGOD)
September 26-27, 2025	School PIRPA	Face-to-Face/Online platform	School Head, School Internal Monitors/Validators and School PIRPA TWG



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December 1-2, 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
November 27, 2025 8:00 AM	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
November 27, 2025 1:00 PM	CID		
November 28, 2025 8:00 AM	SGOD		
December 4-5, 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	<b>PART I. OPENING PROGRAM</b> <b>PART II. PIRPA PROPER</b> -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) <b>PART III. CLOSING PROGRAM</b>

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 November 28, 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 December 3, 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 (soft 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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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**  
 4th Quarter of 2025

Name of School: \_\_\_\_\_ District: \_\_\_\_\_

PILLAR	Performance Indicators	M	F	T	MOV's														
ACCESS	Total Number of Learners at Risk of Dropping Out																		
	Elementary (K-G6)	0	0	0	School Report on Learners at Risk of Dropping Out														
	JHS (G7-10)	0	0	0															
	SHS (G11-12)	0	0	0															
PILLAR	Performance Indicators																		
QUALITY	No. and Percentage of Passing by Subject Area (Based on SF9 or Form 138) (First Grading)	Enrollment	English			Percentage	Filipino			Percentage	Math			Percentage	Science			Percentage	
	<b>Grade Levels</b>		M	F	T	%	M	F	T	%	M	F	T	%	M	F	T	%	
	Grade 1	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Grade 2	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Grade 3	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Grade 4	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Grade 5	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Grade 6	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Grade 7	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Grade 8	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Grade 9	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	Grade 10	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	<b>TOTAL</b>	0	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	
	<b>Senior High School (Kindly specify the subjects Passed) 1st Semester</b>																		
	<b>SUBJECTS</b>		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	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!
	<b>SUBJECTS</b>		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	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0	0	0	#DIV/0!
	No. of Instructional Supervision conducted by School Head	Target	Actual No. of Instructional Supervision Conducted				Instructional Supervision Report and others												
		0	0																
No. of Teachers attended LAC Session	M	F	T	LAC Session Report and others															
	0	0	0																



	No. of Teachers Attended Other Training	0	0	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	Note: Count the public-school teachers and teaching-related staff trained once (from school to international level)				
		Teachers	0	0			0			
		School Head	0	0			0			
		PSDS/PID	0	0			0			
		Non-teaching staff	0	0			0			
	No. of School Awards (Students, Teachers, SH)	Students	Teachers	School Head	PSDS/PID	Non-teaching staff	Total	School Awards Report, Certificates and other		
		0	0	0	0	0	0			
	No. School-Based Training and Development (LAC and INSET)	0			School-Based Training and Development Report, List of School-Based Training and Development					
	Stakeholder's Participation and Donation	No. of Stakeholders	Amount		DPDS					
0		0								
PILLAR	Performance Indicators									
EQUITY	MOOE Utilization			Utilization Report						
	Total No. of Schools	0		As of _____						
	No. of schools with liquidated MOOE	0								
	% of schools with liquidated MOOE	#DIV/0!								

Prepared by:

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Enclosure No. 2 of Division Memorandum No. 1636, 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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## 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  
Nora S. Reyes

### **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  
Nora S. Reyes

### **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. **636**, s. 2025

**4<sup>th</sup> QUARTER PROGRAM IMPLEMENTATION REVIEW**  
**PERFORMANCE ASSESSMENT M&E TOOL**

**Basic Information:**

School:		Inclusive Date/s of SPIRPA/DisPIRPA:	
District:		Venue:	

Total Number of Districts/Schools Participated:	
Total Number of Participants:	
Mode of Delivery:	

<b>A. MEA Preparation:</b>	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>B. PIRPA Proper:</b>			
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)			
<b>C. Post PIRPA:</b>			
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			



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