



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

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June 17, 2026

**DIVISION MEMORANDUM**

No. 340 s. 2026

**2<sup>nd</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 **2<sup>nd</sup> Quarter Division Program Implementation Review and Performance Assessment (PIRPA)**.
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); and
  - e) 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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Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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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>
June 22, 2026 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, Division/District Internal Monitors/Validators, District PIRPA TWG, School Heads and other personnel concerned
June 23, 2026	Coordination Meeting with Division Internal Monitors	Face-to-Face  SDO Conference Room, SDO Aklan, Numancia, Aklan	Division Internal Monitors (OSDS, CID, SGOD)
June 24- 25, 2026	School PIRPA	Face-to- Face/Online platform	School Head, School Internal Monitors/Validators



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			and School PIRPA TWG
June 26 and 29, 2026	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
June 25, 2026 AM June 25, 2026 PM June 26, 2026	Validation of Accomplishments of Functional Divisions OSDS CID SGOD	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
July 2-3, 2026	Division PIRPA	Face-to-Face Ati-atihan Festival Hotel, XIX Martyrs St., Kalibo, Aklan	Schools Division Superintendent, Assistance Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Senior/Education



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			Program Specialists, Division Internal 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



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and participated by the **Public Schools District Supervisor and Division Personnel In-Charge of the District.**

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. 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
  - B. **Summary of the Quarter Accomplishments and Annual Committed Outputs**
  - C. **Actual Target and Accomplishment**
  - D. Top Three Highlights
  - E. **Status of Annual Committed Outputs**
  - F. **Good Practices and Innovations**
  - G. **Issues and Concerns**
  - H. Insights/Lessons Gain
  - I. PPAs Implementation (for SDO)
  - J. 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:



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- I. **Reporting Proper**
  - A. Analysis of KPIs
  - B. **Summary of the Quarter Accomplishments and Committed Output** (per school/functional division)
  - C. Top three (3) Highlights
  - D. Good Practices and Innovations
  - E. Issues and Concerns
  - 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- 2<sup>nd</sup> Quarter Performance Indicators Template
  - b. Enclosure No. 2- Division Steering Committee
  - c. Enclosure No. 3- 2<sup>nd</sup> Quarter PIRPA M&E Tool
  
7. All schools shall accomplish the online PIRPA M&E tool **on or before June 26, 2026**. 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 June 29, 2026**:
  - a. Accomplished District Consolidated Performance Indicators Template (completely accomplished in hard and 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)



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- d. District PIRPA Presentation (hard and soft copy in PowerPoint presentation)
- e. Accomplished Validation Checklist and Validation Report (soft copy)
- f. Post-PIRPA Quarterly Report (soft copy)

Soft copies of items shall be sent through this e-mail address: **[june.patricio001@deped.gov.ph](mailto:june.patricio001@deped.gov.ph)** and cc: **[john.marciales@deped.gov.ph](mailto:john.marciales@deped.gov.ph)**.

9. During the presentation, the school/district presenter will provide four (4) copies of PIRPA Report (Performance Indicators) 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.



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FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**MICHAEL T. RAPIZ**  
Chief Education Supervisor  
School Governance and Operations Division  
In-Charge of the Division

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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Enclosure No. 1 of Division Memorandum No. \_\_\_\_\_, s. 2026

**MONITORING, EVALUATION AND ADJUSTMENT  
PERFORMANCE INDICATORS  
2nd Quarter of 2026**

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

PILLAR	Performance Indicators	M	F	T	MOVs
ACCESS	<b>Enrolment (BOSY)</b>				
	<b>Elementary (K-G6)</b>				LIS
	<b>JHS (G7-10)</b>				
	<b>SHS (G11-12) 1st Sem</b>				
	<b>Total</b>				
	<b>Number of ALS Learners</b>	M	F	T	LIS
	<b>BLP</b>				
	<b>A&amp;E Elementary</b>				
	<b>A&amp;E JHS</b>				
	<b>A&amp;E SHS</b>				
	<b>Total</b>				
	<b>Number of Teachers and Non-Teaching Personnel</b>	M	F	T	Records of School Personnel
	<b>Teachers</b>				
	<b>School Heads</b>				
	<b>Non-Teaching Personnel</b>				
	<b>Total</b>				
	<b>Number of Repeaters</b>	M	F	T	School Report on Repeaters
	<b>Elementary (K-G6)</b>				
	<b>JHS (G7-10)</b>				
	<b>SHS (G11-12) 1st Sem</b>				
<b>Total</b>					
<b>Number of ALS Teachers/Facilitators</b>				ALS Report	
<b>Total Number of Classes</b>				EBEIS	
PILLAR	Performance Indicators				
QUALITY	<b>Learner Promotion Status (EOSY 205-2026)</b>	<b>Enrolment (EOSY)</b>	<b>Promoted</b>	<b>Conditionally Promoted</b>	<b>Retained</b>
	<b>Grade Levels</b>				
	<i>Kindergarten</i>				
	<i>Grade 1</i>				
	<i>Grade 2</i>				
	<i>Grade 3</i>				
	<i>Grade 4</i>				
	<i>Grade 5</i>				
	<i>Grade 6</i>				
	<i>Grade 7</i>				
	<i>Grade 8</i>				
	<i>Grade 9</i>				
	<i>Grade 10</i>				
	<i>Grade 11</i>				
	<i>Grade 12</i>				
<b>Total</b>					
<b>No. of NC Passers</b>	M	F	T	List of NC Passers	
<b>NC I Passers</b>					

	NC II Passers								
	NC III Passers								
	NC IV Passers								
	<b>Total</b>								
	<b>No. of Instructional Supervision conducted by School Head</b>	<b>Target</b>	<b>Actual No. of Instructional Supervision Conducted</b>		Instructional Supervision Report and others				
	<b>No. of Teachers attended LAC Session</b>	<b>M</b>	<b>F</b>	<b>T</b>	LAC Session Report and others				
	<b>No. of Teachers Attended Other Training</b>				List of Teachers Trained/Report and others				
	<b>Number of public-school teachers and teaching-related and non-teaching staff trained</b>	<b>M</b>	<b>F</b>	<b>T</b>	List of Teachers/Teaching-related and Non-teaching staff Trained/Report and others				
	<b>Teachers</b>				<i>public-school teachers and teaching-related staff trained once (from school to international level)</i>				
	<b>School Head</b>								
	<b>PSDS/PID</b>								
	<b>Non-teaching staff</b>								
	<b>No. of School Awards (Students, Teachers, SH)</b>	<b>Students</b>	<b>Teachers</b>	<b>School Head</b>	<b>PSDS/PID</b>	<b>Non-teaching staff</b>	<b>Total</b>	School Awards Report, Certificates, and other	
	<b>Stakeholder's Participation and Donation</b>	<b>No. of Stakeholders</b>	<b>Amount</b>	DPDS as of 2nd Quarter					
<b>PILLAR</b>	<b>Performance Indicators</b>								
<b>EQUITY</b>	<b>MOOE Utilization</b>			Utilization Report					
	<i>Total No. of Schools</i>			As of _____					
	<i>No. of schools with liquidated MOOE</i>								
	<i>% of schools with liquidated MOOE</i>								
	<b>Number of Classrooms</b>			School Report on Classrooms/NSBI					
	<b>Number of Laboratories</b>			School Report on Laboratories/NSBI					
	<b>School Site Titling and issuance of Special Patent</b>			Records of School Site Titling and Special Patent					



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Enclosure No. 2 of Division Memorandum No. **340**, s. 2026

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

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

**RAMON D. PARAS JR., CESE**  
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  
Jay V. Fernandez

### **Secretariat**

Dr. Darren Naelgas  
Dr. Miko John D. Lopez  
Milgie C. Villareal  
Richelle Anne G. Reyes

### **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

### **LCD, Laptop/Online Apps and Other Program Paraphernalia**

Floradel P. Jamero  
Mahnne 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

### **Documentation/Timer**

Ar. Mar Bien Gregory G. Parel  
Apple Gay M. Oquendo  
Niño Sean Axl T. Morales  
Nelieta Z. Iradiel



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Enclosure No. 3 of Division Memorandum No. **340**, s. 2026

**2<sup>nd</sup> QUARTER PROGRAM IMPLEMENTATION REVIEW 2026**

**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:	
<b>Mode of Delivery:</b>	

<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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