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

November 24, 2026

DIVISION MEMORANDUM
No.**748**, s. 2026

4th QUARTER SCHOOL/DISTRICT/DIVISION PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT / MONITORING, EVALUATION AND ADJUSTMENT

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 **4th Quarter Division Program Implementation Review and Performance Assessment (PIRPA)/ Monitoring. Evaluation and Adjustment**.

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).

Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 l 265 3741 l 265 3743)
Website: https://depedaklan.online
Email Address: aklan.1958@deped.gov.ph

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

Date/Time	Activity	Venue/Platform	Participants
November 26, 2026 9:00 AM	Pre-PIRPA/MEA Conference	Online platform	Schools Division Superintendent, Assistant 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, Division/District Program Handlers/ District PIRPA TWG, School Heads and other personnel concerned
November 30, 2026	Coordination Meeting with Division Internal Monitors	Face-to-Face SDO Conference Room, SDO Aklan, Numancia, Aklan	Division Internal Monitors (OSDS, CID, SGOD)

November 30-December 4, 2026	PIR of the different Programs/Projects	Face-to-Face/Online platform	Division and District Program Handlers
November 30-December 4, 2026	School PIRPA/ MEA	Face-to-Face/Online platform	School Head, School Internal Monitors/Validators and School PIRPA TWG
December 7-11, 2026	District PIRPA /MEA 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
December 9, 2026 AM December 9, 2026 PM December 10, 2026 AM	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
December 14-15, 2026	Division PIRPA/MEA	Face-to-Face Ati-atihan Festival Hotel,	Schools Division Superintendent, Assistance Schools Division Superintendent,

		XIX Martyrs St., Kalibo, Aklan	Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Senior/Education Program Specialists, Division Internal Monitors, Section/Unit Heads, Division PIRPA TWG/ Committees and other personnel concerned

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***.

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

7. 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
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

8. The school/district may include other leading indicators/KPIs not included in the template which deemed important and need immediate action.

9. 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.

10. Attached are the following enclosures:

a. Enclosure No. 1- Division PIRPA/MEA Steering Committee
b. Enclosure No. 2- 4th Quarter PIRPA/MEA M&E Tool

**4th Quarter Performance Indicators Template will be shared later.*

11. All schools shall accomplish the online PIRPA M&E tool **on or before December 7, 2026.** Using the link **(will be sent later)**, attach the following documents: **Accomplished School PIRPA/MEA M&E tool (word file), Quarterly Accomplishment (excel), PIRPA/MEA Proper Report (ppt saved as pdf) and Post-PIRPA/MEA Quarterly Report (word file).**

12. 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 11, 2026**:
    a. Accomplished District Consolidated Performance Indicators Template (completely accomplished in hard and soft copy in Excel Form)
    b. Accomplished District PIRPA/MEA Dash Board (**Link will be sent later.)**
    c. Accomplished District PIRPA/MEA M&E Tool (soft copy)
    d. District PIRPA/MEA Presentation (hard and soft copy in PowerPoint presentation)
    e. Accomplished Validation Checklist and Validation Report (soft copy)
    f. Post-PIRPA/MEA Quarterly Report (soft copy)

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

13. During the presentation, the school/district presenter will provide four (4) copies of PIRPA/MEA Report (Performance Indicators) to the reactors for reference. Each presenter will be given only **15 minutes per presentation**, following the PIRPA/MEA 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

14. 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).

15. 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.

16. Expenses incurred relative to this activity shall be chargeable against MOOE/local funds subject to the usual government accounting and auditing rules and regulations.

17. Immediate dissemination of and compliance with this Memorandum are desired.

FELICIANO C. BUENAFE JR., CESO V
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

Enclosure No. 1 of Division Memorandum No. **748**, s. 2026

DIVISION PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT/MONITORING, EVALUATION AND ADJUSTMENT TECHNICAL WORKING GROUP

FELICIANO C. BUENAFE JR., CESO V
Schools Division Superintendent
Chairperson

LUZ U. BANSON EdD, CESO VI
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

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
John Paulo S. Batiles

Secretariat
Dr. Darren Naelgas
Dr. Mikko Jan 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
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

Documentation/Timer
Ar. Mar Bien Gregory G. Parel
Niño Sean Axl T. Morales
Nelieta Z. Iradiel

Enclosure No. 2 of Division Memorandum No. **748**, s. 2026

3rd QUARTER PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT / MONITORING, EVALUATION AND ADJUSTMENT M&E TOOL

Basic Information:

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

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

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			

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: _____ Name & Signature/Position	Date: _____