



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

---

February 27, 2025

**DIVISION MEMORANDUM**  
No. 62, s. 2025

**DIVISION PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE  
ASSESSMENT (PIRPA) FOR CY 2025**

**To:** Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Heads of Functional Divisions/Areas  
Public Schools District Supervisors and OIC-PSDSs  
Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education issued DepEd Order No. 29, s. 2022 re: Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) that aims to guide all operating units across governance levels in the conduct of Monitoring and Evaluation (M&E) initiatives and assess the organizational outcomes and the collective performance of offices in the Department.

2. Furthermore, this policy issuance stipulates that the Program Implementation Review (PIR) and Performance Assessment (PA) as M&E mechanism must be established as the reporting platform of the DepEd on the progress of the implementation of PPAs within and across the organization, the performance of offices and schools based on the targets set in the Office Performance Commitment and Review Form (OPCRF) and their contribution to organizational outcomes. This will also track the delivery of services and accomplishments of outputs in terms of quality, efficiency and timeliness standards. Bottlenecks, constraints and challenges (BCCs) affecting the delivery of basic education services shall be given timely and appropriate technical assistance (TA). Thus, identified best practices and valuable lessons learned shall be adopted in various processes to enhance future implementation of PPAs.

3. Adherence to this policy and in cognizant of **Regional Memorandum No. 128, s. 2025 re: CY 2025 Program Implementation Review and Performance Assessment (PIRPA) for DepED Region V**, this Office enjoins SDO Proper Functional Divisions, Districts and Schools to conduct the quarterly Program Implementation Review and Performance Assessment (PIRPA) in the Division, District and School levels.

4. The conduct of the quarterly PIRPA aims to:

- a. present the Physical and Financial accomplishments including the results of assessments;
- b. present the issues and concerns and those needing decisions from the Top Management.





Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

- c. present the BAR, Deployment, Procurement and Budget Utilization Update;
  - d. present the reasons for underachievement/overachievement and the catch-up plan.
  - e. next steps
5. All Deped operating units are responsible for performing the PIR and Performance Assessment following established standards of the Monitoring and Evaluation systems as presented in Enclosure No. 1 of this Memorandum.
6. To ensure quality and accurate data to be reported and submitted to RO, the conduct of PIRPA shall follow these major processes: a) Preparatory Phase; b) Culminating Activity; and c) Post PIR. Details of these processes are provided in the Enclosures.
7. The schedule of quarterly SDO PIRPA per Functional Division of the SDO, District and School, required reports, date of submission, google links to download the reporting templates and submission of reports, Consolidation Template for BCCs are found in the Enclosures.
8. All Functional Divisions of the SDO, Districts and Schools are advised to submit the required PIRPA reports at least 7 days before the actual PIRPA using the reporting templates. Both hard and soft copies of the reports must be submitted to the Division Office attention: SGOD-SMME Section. Submission links are enumerated in the Enclosure No. 4.
9. Moreover, Program Owners/Implementers at the SDO and all School Heads are requested to submit the Program Implementation Plan and M&E Plan for CY 2025 before March 10, 2025 to the SGOD thru SMME Section. Lists of Programs /Line Items which require Implementation and M&E Plans and the list of SDO Proper Program Implementers that complied and yet to comply with the submission are found in the Enclosures.
10. For inquiries or any clarification, all concerned may contact Ms. Leah H. Peran of SMME section through this email address: [leah.peran00@deped.gov.ph](mailto:leah.peran00@deped.gov.ph) or CP No. 09271835946.
11. For information, guidance and compliance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division superintendent

SGOD/SMME/Ihp  
27-2-2025

References: DepEd Order No. 29, s. 2022: Adoption of Basic Education Monitoring and Evaluation Framework (BEMEF) and RM No. 128, s. 2025: CY 2025 Program Implementation Review and Performance Assessment (PIRPA) for DepEd Region V  
RM No. 21, s. 2025: Submission of the cY 2025 Implementation & M&E Plans of Programs and Policies to be Implemented by RO-FDs and SDOs



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)





Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

Enclosure No. 1 to Division Memorandum No. \_\_, S. 2025 :Division Program Implementation Review and Performance Assessment (PIRPA) for CY 2025

**PIRPA TECHNICAL WORKING GROUP**

<b>Governance Level</b>	<b>Lead</b>	<b>Process Owner</b>	<b>Technical Working Group</b>
School Division Office	Schools Division Superintendent	SGOD-School Management Monitoring and Evaluation Section(SMME)- <b>(PIR)</b>  SGOD-Planning and Research Section – <b>(Plan Adjustment)</b>	<ul style="list-style-type: none"><li>• <u>SGOD</u><ol style="list-style-type: none"><li>1. SMME Section,</li><li>2. HRD Section,</li><li>3. Planning and Research Section</li><li>4. TA Coordinator</li></ol></li><li>• <u>OSDS</u><ol style="list-style-type: none"><li>1. Budget &amp; Finance Unit,</li><li>2. Bids and Awards Committee,</li><li>3. Administrative Office</li></ol></li><li>• <u>CID</u><ol style="list-style-type: none"><li>1. EPS PIRPA Focal Person,</li><li>2. ALS,</li><li>3. LRMDS</li><li>4. One Representative from PSDSs</li></ol></li></ul>
District	PSDS/OIC-PSDS	PSDS/OIC-PSDS	<ol style="list-style-type: none"><li>1. Administrative Office</li><li>2. Two (2) School Heads</li></ol>
School	School Head	School Head	<ol style="list-style-type: none"><li>1. M&amp;E Focal Person</li><li>2. Administrative Office</li><li>3. Project Implementer</li><li>4. Finance Officer</li></ol>

The process owners of the PIR and Plan Adjustment shall oversee and manage the conduct of the PIRPA in accordance with the established standards. They are responsible to collect data on physical and financial accomplishments, issues/concerns including recommendations to ensure implementation of PPAs, maintain a database facility to ensure that the data



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

---

and information collected from the PIR & PA are properly managed and utilized, integrate reports, and ensure its dissemination. Performance Assessment in all governance levels shall be managed by the created Performance Assessment Team (PMT) whose functions are defined in DepEd Order No. 2, s. 2015 “Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS) at the Department of Education”. In addition, all Heads of Offices shall be responsible in the monitoring of their respective OPCRFS vis-à-vis the WFPs or School Improvement Plan (SIP) in case of Schools.

A Technical Working Group (TWG) will be created to assist the process owners in the actual conduct of the PIR & PA to ensure in-depth analysis of physical, financial, deployment, procurement, and overall performance assessment will be undertaken and captures recommendations to deliver the goods and services of PPAs as planned.

The TWG will also be involved in monitoring the progress of key actions to be undertaken and recommend courses of actions to implementors and management.

All operating units in all levels of governance shall be responsible to ensure the smooth implementation of the PIR and Performance Assessment.





Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

Enclosure No. 2 to Division Memorandum No. \_\_\_\_, S. 2025 :Division Program Implementation Review and Performance Assessment (PIRPA) for CY 2025

**PIRPA MAJOR PROCESSES**

**A. Preparatory Phase.** The preparatory phase will cover activities to gather and analyze PPA implementation before the conduct of the quarterly Program Implementation Review and Plan Adjustment.

**Suggested Activities:**

1. Monthly Touch point with Program Owners/Implementers dubbed as “PIR Kapihan” – Brief and informal meeting to gather updates on the progress of PPAs Implementation vis-à-vis WFP, PPMP, and PIC
2. Internal PIR per Office
3. Pre-PIR and Data Validation by the Process Owners to appraise major PPAs with downloaded funds through the following principles: Efficiency, Effectiveness, Cost Effectiveness and Responsiveness
4. Briefing with PIR Chairpersons prior to the conduct of PIR Culminating Activity to discuss results of the pre-validation and seek comments and policy recommendations.

**B. Program Implementation Review-Culminating Activity**

**Flow of Discussion:**

1. present the Physical and Financial accomplishments including the results of assessments;
2. present the issues and concerns and those needing decisions from the Top Management.
3. present the BAR, Deployment, Procurement and Budget Utilization Updates;
4. present the reasons for underachievement/overachievement and the catch -up plan.
5. next steps

**C. Post PIR**

1. Action Planning with the PIR Process Owner and PIR TWG
2. Conference with Program IOwners/Implementers to discuss the following:
  - a. Overall Status of PPAs in terms of Physical Accomplishments, Timeliness and Cost Efficiency;
  - b. PPAs needing special attention and causes of its delay or underutilization
  - c. Items needing Management Decisions
  - d. Effect of the progress of implementation of PPAs on the program outcomes and Selected Key Performance Indicators
  - e. Other important matters (if necessary)



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

Enclosure No. 3 to Division Memorandum No. \_\_\_\_, S. 2025 :Division Program Implementation Review and Performance Assessment (PIRPA) for CY 2025

**SCHEDULE OF QUARTERLY PIRPA for SDO PROPER, DISTRICTS and SCHOOLS**

<b>QUARTERLY PIRPA</b>	<b>ACTIVITIES</b>	<b>DATE</b>
<b>QUARTER 1</b> (January, February & March)	• Gathering of Data using the PIRPA Data gathering templates	<b>March 24-31, 2025</b>
	• Conduct of Internal PIRPA	<b>April 3-4, 2025</b>
	• Actual PIRPA	<b>April 8, 2025</b>
	• Submission of Reports	<b>April 4, 2025</b>
	• Post PIRPA Conference	<b>April 22, 2025</b>
<b>QUARTER 2</b> (April, May & June)	• Gathering of Data using the PIRPA Data gathering templates	<b>June 23-30, 2025</b>
	• Conduct of Internal PIRPA	<b>July 3-4, 2025</b>
	• Actual PIRPA	<b>July 8, 2025</b>
	• Submission of Reports	<b>July 4, 2025</b>
	• <b>RO-SDO Regional PIRPA</b>	<b>July 23-25, 2025</b>
• Post PIRPA Conference	<b>July 29, 2025</b>	
<b>QUARTER 3</b> (July, August & September)	• Gathering of Data using the PIRPA Data gathering templates	<b>September 23-30, 2025</b>
	• Conduct of Internal PIRPA	<b>October 2-3, 2025</b>
	• Actual PIRPA	<b>October 7, 2025</b>
	• Submission of Reports	<b>October 3, 2025</b>
<b>QUARTER 4</b> (October, November & December)	• Post PIRPA Conference	<b>October 21, 2025</b>
	• Gathering of Data using the PIRPA Data gathering templates	<b>December 22-29, 2025</b>
	• Conduct of Internal PIRPA	<b>January 6-7, 2026</b>
	• Actual PIRPA	<b>January 9, 2026</b>
	• Submission of Reports	<b>January 7, 2026</b>
• RO-SDO Regional PIRPA	<b>January 22-24, 2026</b>	
• Post PIRPA Conference	<b>January 30, 2026</b>	





Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

Enclosure No. 4 to Division Memorandum No. \_\_\_\_, S. 2025 :Division Program Implementation Review and Performance Assessment (PIRPA) for CY 2025

**PIRPA REPORTS SUBMISSION LINKS**

- Note: 1. PIRPA Reporting Templates can also be downloaded from this link.  
2. School must upload PIRPA reports at their own respective/designated folder.*

	<b>SDO's FDs &amp; Municipality</b>	<b>Submission Link of Quarterly PIRPA Reports</b>	<b>Submission Link for Consolidated Bottlenecks, Constraints and Challenges (BCCs) for PSDSs/OIC-PSDSs</b>
1	<b>SDO (OSDS, CID &amp; SGOD)</b>	<a href="https://tinyurl.com/4n3m2934">https://tinyurl.com/4n3m2934</a>	<a href="https://tinyurl.com/yf82szph">https://tinyurl.com/yf82szph</a>
2	<b>Barcelona</b>	<a href="https://tinyurl.com/mpaedz76">https://tinyurl.com/mpaedz76</a>	
3	<b>Bulan</b>	<a href="https://tinyurl.com/bdhhbhf5">https://tinyurl.com/bdhhbhf5</a>	
4	<b>Bulusan</b>	<a href="https://tinyurl.com/4xzd278m">https://tinyurl.com/4xzd278m</a>	
5	<b>Casiguran</b>	<a href="https://tinyurl.com/3cerhkbs">https://tinyurl.com/3cerhkbs</a>	
6	<b>Castilla</b>	<a href="https://tinyurl.com/cazu6ptk">https://tinyurl.com/cazu6ptk</a>	
7	<b>Donsol</b>	<a href="https://tinyurl.com/mpbttjrv">https://tinyurl.com/mpbttjrv</a>	
8	<b>Gubat</b>	<a href="https://tinyurl.com/4v2k7vzd">https://tinyurl.com/4v2k7vzd</a>	
9	<b>Irosin</b>	<a href="https://tinyurl.com/mwc7k5ad">https://tinyurl.com/mwc7k5ad</a>	
10	<b>Juban</b>	<a href="https://tinyurl.com/ycxj9tvh">https://tinyurl.com/ycxj9tvh</a>	
11	<b>Magallanes</b>	<a href="https://tinyurl.com/4wx8mkjs">https://tinyurl.com/4wx8mkjs</a>	
12	<b>Matnog</b>	<a href="https://tinyurl.com/mryvb9nw">https://tinyurl.com/mryvb9nw</a>	
14	<b>Pilar</b>	<a href="https://tinyurl.com/4zwkcun9">https://tinyurl.com/4zwkcun9</a>	
15	<b>Pto. Diaz</b>	<a href="https://tinyurl.com/56udtwu8">https://tinyurl.com/56udtwu8</a>	
16	<b>Sta. Magdalena</b>	<a href="https://tinyurl.com/55jfarzw">https://tinyurl.com/55jfarzw</a>	





Republic of the Philippines  
**Department of Education**  
 SCHOOLS DIVISION OF SORSOGON  
 Sorsogon

*Enclosure No. 5 to Division Memorandum No. \_\_\_\_, S. 2025 :Division Program Implementation Review and Performance Assessment (PIRPA) for CY 2025*

**LIST OF PROGRAMS/LINE ITEMS WHICH REQUIRE IMPLEMENTATION AND M&E PLANS**

	<b>PROGRAM/LINE ITEM</b>	<b>OFFICE IN CHARGE</b>	<b>STATUS OF SUBMISSION</b>
<b>SDO PROPER</b>			
1	<b>GASS</b>	OSDS/CID/SGOD	<b>Submitted</b>
2	<b>ERF</b>	OSDS	<b>Submitted</b>
3	<b>SMOOEKTO6</b>	OSDS	<b>Submitted</b>
4	<b>SMOOE7TO10</b>	OSDS	<b>Submitted</b>
5	<b>SMOOE11TO12</b>	OSDS	<b>Submitted</b>
6	<b>DCP</b>	OSDS	<b>Yet to submit</b>
7	<b>IASS</b>	OSDS	<b>Yet to submit</b>
8	<b>ADM</b>	CID	<b>Submitted</b>
9	<b>ALSADM</b>	CID	<b>Submitted</b>
10	<b>BEC</b>	CID	<b>Yet to submit</b>
11	<b>DPCJ</b>	CID	<b>Submitted</b>
12	<b>ELLN</b>	CID	<b>Submitted</b>
13	<b>FLO</b>	CID	<b>Submitted</b>
14	<b>IMS</b>	CID	<b>Yet to submit</b>
15	<b>IPED</b>	CID	<b>Submitted</b>
16	<b>LTE-TVL</b>	CID	<b>Submitted</b>
18	<b>LTE-SME</b>	CID	<b>Submitted</b>
19	<b>MEP</b>	CID	<b>Submitted</b>
20	<b>MG</b>	CID	<b>Submitted</b>
21	<b>SPED</b>	CID	<b>For revision</b>
22	<b>TEXTBOOKS</b>	CID	<b>Yet to submit</b>
23	<b>BEFF-EAO</b>	SGOD	<b>NA</b>
24	<b>BEFF-EAO-Elec.</b>	SGOD	<b>NA</b>
25	<b>BEFF-EAO-Repair</b>	SGOD	<b>NA</b>
26	<b>BEFF-Repair</b>	SGOD	<b>Submitted</b>
27	<b>BPLP</b>	SGOD	<b>Submitted</b>
28	<b>CPP</b>	SGOD	<b>Yet to submit</b>
29	<b>DPRP</b>	SGOD	<b>Yet to submit</b>
30	<b>GABALDON</b>	SGOD	<b>NA</b>
31	<b>HRTD</b>	OSDS/CID/SGOD	<b>To be coordinated and consolidated</b>
32	<b>LMSP</b>	SGOD	<b>NA</b>
33	<b>LSP</b>	SGOD	<b>Submitted</b>
34	<b>NASBE</b>	SGOD	<b>For revision</b>
35	<b>OPDNTP</b>	SGOD	<b>Submitted</b>
36	<b>PALARO</b>	SGOD	<b>Submitted</b>
37	<b>PFSS</b>	SGOD	<b>Submitted</b>
38	<b>QRF</b>	SGOD	<b>NA</b>
39	<b>SBFP</b>	SGOD	<b>Submitted</b>
<b>SCHOOL</b>			
40	<b>SMOOEKTO6</b>	ELEMENTARY SCHOOLS	<b>Yet to submit</b>
41	<b>SMOOE7TO10</b>	SECONDARY SCHOOLS	<b>Yet to submit</b>
42	<b>SMOOE11TO12</b>	SECONDARY SCHOOLS	<b>Yet to submit</b>

