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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OFFICE OF LAGUNA

18 NOV 2024

## OFFICE MEMORANDUM

No. 058 s. 2024

To: OIC-Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors  
All Unit/Section Heads  
Public Schools District Supervisors  
All Others Concerned

**FOURTH QUARTER PROGRAM IMPLEMENTATION REVIEW AND PLAN  
ADJUSTMENT (PIRPA) FOR FISCAL YEAR (FY) 2024**

1. In compliance with DepEd Order No. 29, s. 2022: "Adoption of Basic Education Monitoring and Evaluation Framework (BEMEF)," this Office announces the conduct of the **Fourth Quarter Program Implementation Review and Plan Adjustment (PIRPA) for Fiscal Year 2024** on December 18-19, 2024, 8:00 a.m. to 5:00 p.m. at a venue to be announced in a separate Memorandum.
2. This activity aims to:
  - a. highlight the status of implementation of the different programs, projects, and activities (PPAs) of the different units/sections of the division office;
  - b. identify and address challenges faced in the implementation of the different PPAs and provide opportunities for improvement;
  - c. adjust approaches and strategies to ensure proper, equitable, effective and efficient allocation of education resources to improve overall organizational performance; and
  - d. craft plan for the adjustment on PPAs for the next quarter.
3. Relative to this, Units, Sections, and Divisions (consolidated for the CID and SGOD) shall prepare and submit a Physical and Financial Accomplishment Report covering the periods of July to September 2024. The accomplished report shall be submitted to the Chief/Head of each functional division before the conduct of the activity. The report shall cover the following:
  - a. Objective/s
  - b. Target/s (Physical and Financial)
  - c. Actual Accomplishment
  - d. Percentage of Accomplishment
  - e. Strategies/best practices, quick wins and lessons learned.
4. The slide template of the PIRPA can be accessed from this link:  
<https://tinyurl.com/2024FourthQuarterPIRPA>.

5. Attached are the Enclosures for reference:  
Enclosure No. 1 – List of Participants  
Enclosure No. 2 – Schedule of Activities  
Enclosure No. 3 – Program Management Team and Terms of Reference
6. Expenses relative to this activity shall be charged against the Division MOOE subject to the usual government accounting and auditing rules and regulations.
7. For questions or clarifications, contact **ARVIE CELESTE M. RUBIO**, Senior Education Program Specialist – Planning and Research Section (PRS) at [research.laguna@deped.gov.ph](mailto:research.laguna@deped.gov.ph) and/or **DR. DARWIN S. TALAMBAYAN**, SGOD Chief, at [darwin.talambayan@deped.gov.ph](mailto:darwin.talambayan@deped.gov.ph).
8. Immediate dissemination of this Memorandum is highly desired.

*Encl. on add*  
**EDITHA M. ATENDIDO, CESO V**  
Schools Division Superintendent *af*

Encl: As stated  
Reference: Republic Act 9155, DO 29 s. 2022  
To be indicated in the Perpetual Index  
under the following subjects:

PROGRAMS  
REVIEWS

ACMR-SGOD/Fourth Quarter PIRPA for Fiscal Year 2024  
\_\_\_\_\_/Nov. 07, 2024 *af*



Enclosure No. 1: Fourth Quarter Program Implementation Review and Plan  
Adjustment (PIRPA) for Fiscal Year (FY) 2024

**LIST OF PARTICIPANTS**

	<b>NAME</b>	<b>DESIGNATION</b>
1	Editha M. Atendido, CESO V	Schools Division Superintendent
2	Jaypee E. Lopo	OIC, ASDS
3	Buddy Chester M. Repia	OIC, ASDS
4	Mary Grace Checa-Hinojosa	Attorney III
5	Avelyn J. Advento	Information Technology Officer I
6	Irene A. Fernandez	Accountant III
7	Erminio A. Lavin	Administrative Officer V, Budget
8	Angela F. Latina	Administrative Officer V
9	Kyra Camille R. Escuadra	Administrative Officer IV, Records
10	Eyzen Y. Adefuin	Administrative Officer IV, Cash
11	Luisito B. De La Torre	Administrative Officer IV, Supply
12	Riah A. Rivera	Administrative Officer IV, Personnel
13	Darwin S. Talambayan, EdD	Chief, SGOD
14	Nazareth V. Advento, EdD	EPS, SGOD
15	Enrico G. Ortega	EPS II, Human Resource Dev't Section
16	Marlyn N. Lozada	SEPS, SOCMONET Section
17	Frenie V. Aquino	SEPS, SMME Section
18	Arvie Celeste M. Rubio	SEPS, Planning and Research Section
19	Dyessa Jane P. Calderon	Planning Officer II
20	Roselyn L. Urias, MD	Medical Officer III
21	Carol E. Delos Santos	PDO II, DRRM
22	Ronaldo A. Reodica	Engineer III
23	Orlando T. Valverde, EdD	Chief, CID
24	Cecilia B. Castillo	EPS, Science
25	Roderica R. Camacho	EPS, SNED
26	Jane A. Suazo	EPS, Kindergarten/Multigrade
27	Mark Anthony P. Idang, EdD	EPS, LRDMS
28	Zarina G. Llarena	EPS, Filipino
29	Cristina E. Talambayan	EPS, TLE
30	Ma. Marjorie Valderrama	Administrative Aide VI

Enclosure No. 2: Fourth Quarter Program Implementation Review and Plan  
Adjustment (PIRPA) for Fiscal Year (FY) 2024

**SCHEDULE OF ACTIVITIES**

**Day 1: December 18, 2024**

TIME	TOPIC/ACTIVITIES	PERSON RESPONSIBLE
8:00-8:30 AM	Registration	<b>ENRICO G. ORTEGA</b> OIC-SEPS, HRD
8:30-9:15 AM	Preliminaries <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Opening Prayer</li> <li>• Laguna March</li> <li>• DepEd QMS</li> </ul>	<b>Audio-Visual Presentation</b>
	Welcome Remarks	<b>BUDDY CHESTER M. REPIA</b> Asst. SDS
	Roll Call of Participants	<b>FRENIE V. AQUINO</b> SEPS, SMME
	Inspirational Message	<b>EDITHA M. ATENDIDO, CESO V</b> Schools Division Superintendent
	Unfreezers	<b>ROSELYN L. URIAS, MD</b> Medical Officer III
9:15-9:30 AM	<b>MORNING BREAK</b>	
9:30-11:00 AM	Budget Utilization Report for Fourth Quarter	<b>ERMINIO A. LAVIN</b> Administrative Officer V, Budget
11:00-12:00 NN	PMIS Updates for Fourth Quarter	<b>DYESSA JANE C. FUNELAS</b> Planning Officer III
12:00-1:00 PM	<b>LUNCH BREAK</b>	
1:00-2:30 PM	SGOD Accomplishment Report for Fourth Quarter	<b>DARWIN S. TALAMBAYAN, EdD</b> SGOD Chief
2:30-2:45 PM	<b>AFTERNOON BREAK</b>	
2:45-4:15 PM	CID Accomplishment Report for Fourth Quarter	<b>ORLANDO T. VALVERDE, EdD</b> CID Chief
4:15-5:00 PM	Feedbacking	<b>EDITHA M. ATENDIDO, CESO V</b> Schools Division Superintendent
		<b>BUDDY CHESTER M. REPIA</b> Asst. SDS
		<b>JAYPEE E. LOPO</b> OIC-Asst. SDS

**Day 2: December 19, 2024**

TIME	TOPIC/ACTIVITIES	PERSON RESPONSIBLE
8:00-8:15 AM	Management of Learning	<b>CID</b>
8:15-8:45 AM	OSDS Accomplishment Report for Fourth Quarter	<b>ANGELA F. LATINA</b> Administrative Officer V
8:45-9:30 AM	Feedbacking	<b>EDITHA M. ATENDIDO, CESO V</b> Schools Division Superintendent
		<b>BUDDY CHESTER M. REPIA</b> Asst. SDS



		<b>JAYPEE E. LOPO</b> OIC-Asst. SDS
9:30-9:45 AM	<b>MORNING BREAK</b>	
9:45-12:00 NN	Calendar of Activities and Plan Adjustment	<b>ARVIE CELESTE M. RUBIO</b> SEPS, PRS
12:00-1:00 PM	<b>LUNCH BREAK</b>	
1:00-3:00 PM	Synthesis and Agreement	<b>FRENIE V. AQUINO</b> SEPS, SMME
3:00-4:00 PM	Closing Program <ul style="list-style-type: none"> <li>• Closing Prayer</li> <li>• Makabayan Song</li> <li>• Closing Remarks</li> </ul>	<b>JAYPEE E. LOPO</b> OIC-Asst. SDS

**JANE A. SUAZO**  
Education Program Supervisor  
Master of Ceremony

**PROGRAM MANAGEMENT TEAM AND TERMS OF REFERENCE**

DESIGNATION	NAME	FUNCTION
<b>Program Director</b>	<b>EDITHA M. ATENDIDO, CESO V</b>	Supervises the planning and implementation of the activity program
<b>Program Manager/s</b>	<b>JAYPEE E. LOPO BUDDY CHESTER M. REPIA</b>	Oversees the entire program, coordinates all efforts and focuses on actual activity to ensure that the program is implemented s planned
<b>Program Coordinator</b>	<b>DARWIN S. TALAMBAYAN, EdD</b>	Ensure that the program for the day is implemented as planned, manage the activities for the day.
<b>Documenters</b>	<b>KYRA CAMILLE R. ESCUADRA ALDRED A. PALUGA MA. MARJORIE VALDERRAMA</b>	Take note of the important details, prepare documentation and accomplishment report
<b>Monitoring &amp; Evaluation/QAME</b>	<b>FRENIE V. AQUINO</b>	Responsible for designing and implementing the M&E activities of the activity
<b>Program Facilitators</b>	<b>ARVIE CELESTE M. RUBIO DYESSA JANE P. CALDERON</b>	Prepares and facilitates the opening and closing program
<b>Logistic Officer</b>	<b>LUISITO B. DE LA TORRE, JR</b>	Plan and secure logistics to support the activity
<b>Secretariat</b>	<b>MARLYN N. LOZADA ENRICO G. ORTEGA</b>	Attend to the daily records of attendance, meal attendance, prepare certificates of participation, recognitions and appearances