



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

7 Mar 2025

MEMORANDUM
No. 33 s.2025

ADDENDUM AND CORRIGENDUM TO MEMORANDUM 27, S. 2025
(CRAFTING DIVISION OPCRF, TARGET SETTING, BUDGETING, AND
HARMONIZATION OF DIVISION-INITIATED ACTIVITIES FOR CY 2025)

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Concerned SGOD and CID Personnel
Concerned OSDS Personnel
This Division

1. This field is hereby informed of the changes and additional information to Memorandum 19, s. 2025 relative to the crafting of Division OPCRF, Target Setting, Budgeting, and Harmonization of Division-Initiated Activities For CY 2025
 - 1.1. The said activity scheduled on March 10-11, 2025 shall be rescheduled to March 13-14, 2025.
2. Enclosed is the template for the Target-Setting and Program Implementation Monitoring Form.
3. All other provisions remain the same.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
4. Immediate and wide dissemination of this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent



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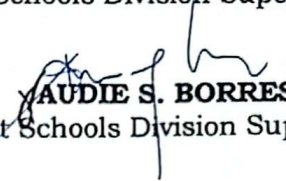
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For the Schools Division Superintendent:


YAUDIE S. BORRES
Assistant Schools Division Superintendent

Encl.: As stated

Reference: Memorandum 19, 27, s. 2025,

To be indicated in the Perpetual Index
under the following subjects:

TARGET SETTING

DM-025-SGOD-PR-RSM / DIVISION MEMORANDUM
March 7, 2025



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Target-Setting and Program Implementation Monitoring Form

I. General Information

Program Holder's Name: _____

Position: _____

Division/School/Office: _____

Date of Submission: _____

II. Identified Concerns and Target Programs

Identified Concern	Root Cause	Proposed Program/Intervention	Target Beneficiaries	Implementation Timeline



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III. Program Implementation Action Plan

Key Activities	Expected Outputs	Person Responsible	Resources Needed	Timeline

IV. Monitoring and Evaluation Plan *(to be filled out during PIR)*

Target/Indicators of Success	Actual Accomplishments	Responsible Person/Unit



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