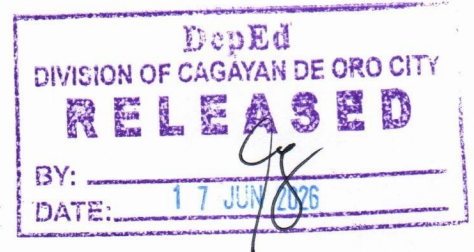




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

16 June 2026

DIVISION MEMORANDUM
No. 559 s.2026

CONDUCT OF THE DIVISION PROGRAM IMPLEMENTATION REVIEW

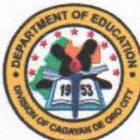
TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors, District In-Charge
Concerned CID Program holders
Concerned SGOD Program holders
Concerned OSDS personnel

1. In view of the conduct of the Regional Program Implementation Review, this Office shall conduct the **Division Program Implementation Review on Friday, June 19, 2026 at the Division Conference Room, Schools Division Office, KM 5, Masterson Ave., Upper Balulang, CDOC.**

2. The activity aims to achieve the following:
- Assess district performance based on approved indicators, targets, and commitments.
 - Determine the extent of implementation of priority Programs, Projects, and Activities (PPAs).
 - Identify implementation gains, innovations, and best practices that may be replicated across districts.
 - Surface operational challenges, performance gaps, and emerging concerns affecting program implementation.
 - Conduct evidence-based analysis and root cause identification to support informed decision-making through the use of Characterization technique and other tools.
 - Generate recommendations, interventions, and technical assistance requirements.
 - Strengthen accountability and collaboration among schools, districts, and division office.

3) Each district presenter shall deliver their district reports for 40-50 minutes with the following breakdown:

Presentation proper	15-20 mins
Panel Reactions	10-15 mins
Open Forum	10 mins
Summary of Agreements	5 mins



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4. The Mechanics for the Division PIR, Activity Matrix and List of Participants are enclosed for your guidance and reference.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. This Office directs compliance of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As indicated

Reference: None

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

PROGRAM IMPLEMENTATION REVIEW

DM-021-SGOD-SMME-ECHR



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MECHANICS FOR THE DIVISION PROGRAM IMPLEMENTATION REVIEW (PIR)

I. RATIONALE

The Program Implementation Review (PIR) serves as a critical management and governance mechanism of the Department of Education (DepEd) for assessing the implementation and performance of Programs, Projects, and Activities (PPAs) across governance levels. At the division level, the PIR provides an avenue for systematically reviewing district performance, identifying implementation gains and challenges, and formulating evidence-based interventions to improve educational outcomes.

Public Schools District Supervisors (PSDS) play a vital role in presenting the status of program implementation, performance of schools within their respective districts, and emerging issues that require policy and management attention. Through a structured presentation and review process, district-level accomplishments and concerns are validated and analyzed to support informed decision-making and strategic planning.

The conduct of the Division PIR promotes accountability, transparency, continuous improvement, and collaborative problem-solving among district and division personnel. It further ensures that technical assistance, resource allocation, and policy directions are responsive to the needs and realities of schools and districts.

II. OBJECTIVES

The Division Program Implementation Review aims to:

1. Assess district performance based on approved indicators, targets, and commitments.
2. Determine the extent of implementation of priority Programs, Projects, and Activities (PPAs).
3. Identify implementation gains, innovations, and best practices that may be replicated across districts.
4. Surface operational challenges, performance gaps, and emerging concerns affecting program implementation.
5. Conduct evidence-based analysis and root cause identification to support informed decision-making through the use of Characterization technique and other tools.
6. Generate recommendations, interventions, and technical assistance requirements.
7. Strengthen accountability and collaboration among schools, districts, and division office.

III. SCOPE AND COVERAGE

The review shall cover district performance for the applicable review period and shall include, but not be limited to:

A. Access Indicators

- Enrollment
 - Elementary
 - Junior High School
 - Senior High School
 - Alternative Learning System (ALS)
 - Special Needs Education (SNEd) School Attendance
- Tracking of Learners

B. Quality Indicators

- Early Language, Literacy, and Numeracy Assessment Results
- National Achievement Test Result
 - Grade 6
 - Grade 10
 - Grade 12
- ALS Accreditation and Equivalency Test Result
 - Elementary
 - Secondary
- National Certification Result

C. Governance Indicators

- Physical & Financial Accomplishments

IV. PARTICIPANTS AND ROLES

A. Panel of Reactors

Schools Division Superintendent (Chairperson)

The Schools Division Superintendent shall:

1. Preside over the review session.
2. Provide strategic directions and policy guidance.
3. Validate significant findings and recommendations.
4. Approve agreements and action points.

Assistant Schools Division Superintendent

The ASDS shall:

1. Provide management insights and recommendations.
2. Validate district-level interventions.
3. Assist in synthesizing findings and agreements.

Chief, Curriculum Implementation Division (CID)

The CID Chief shall:

1. Analyze curriculum and learning-related indicators.
2. Recommend instructional and curriculum interventions.
3. Identify technical assistance requirements.

Chief, Schools Governance and Operations Division (SGOD)

The SGOD Chief shall:

1. Analyze governance and operational indicators.
2. Recommend governance improvement measures.
3. Identify support mechanisms for districts and schools.

Education Program Supervisors (EPS)

The EPS shall:

1. Review program-specific accomplishments.
2. Validate presented analyses.
3. Recommend program interventions and technical assistance.

Division Program Holders

Program Holders shall:

1. Provide program-specific observations.
2. Clarify implementation concerns.
3. Recommend corrective actions and support mechanisms.

Monitoring & Evaluation Personnel

Monitoring Team shall:

1. Facilitate the PIR process.
2. Ensure adherence to prescribed formats and timelines.
3. Document proceedings, agreements, and recommendations.
4. Consolidate reports and outputs.

B. Presenters

Public Schools District Supervisors (PSDS)

The PSDS shall:

1. Prepare and present district performance reports.
2. Ensure accuracy, completeness, and validity of data.
3. Present evidence-based analyses.
4. Identify issues, challenges, and intervention requirements.
5. Respond to questions and clarifications from the panel.

V. PRESENTATION REQUIREMENTS

Each District Supervisor shall present the following:

1. District Profile
 - Number of schools
 - Learner population (Public, Private, SUCs/Lucs)
 - Number of Teachers
 - Number of Classrooms
 - Geographic and contextual information
2. Comparative Enrollment Data
3. Tracking of Learners
4. Characterization
5. Physical & Financial Accomplishments
6. Status of the Program Management Information System (PMIS)
7. Issues and Concerns
8. Catch-Up Plan and Ways Forward

All presentations shall be based on official and validated data sources, including but not limited to LIS, BEIS, CRLA, PHIL-IRI, ELLNA, NAT, School Report Cards, monitoring reports, accomplishment reports, and other approved databases.

VI. PRESENTATION SCHEDULE AND TIME ALLOCATION

The following time allocation shall be observed:

Activity	Time Allocation
Presentation Proper	15–20 Minutes
Panel Reactions	10–15 Minutes
Open Forum and Clarifications	10 Minutes
Summary of Agreements	5 Minutes

Total Duration: Approximately 40-50 Minutes per District.

Time Management Procedures

1. A designated timekeeper shall monitor compliance.
2. Presenters shall be notified five (5) minutes before the expiration of their allotted time.
3. Equal opportunity shall be provided to all districts.
4. Extensions may only be granted by the Chairperson.

VII. ROLES OF THE PANEL OF REACTORS

The Panel of Reactors shall:

1. Validate data and analyses presented.
2. Seek clarification on significant findings.

3. Identify strengths, innovations, and good practices.
4. Surface areas requiring improvement.
5. Recommend interventions and technical assistance.
6. Provide policy and management directions.
7. Establish accountability measures.
8. Document commitments and agreements.

All comments, observations, and recommendations shall be:

- Constructive;
- Evidence-based;
- Solution-oriented;
- Consistent with DepEd policies, standards, and priorities.

VIII. CONDUCT OF THE REACTORS' SESSION

The review process shall follow the sequence below:

- Step 1. Presentation by the PSDS
The District Supervisor presents the district performance report.
- Step 2. Questions from the Schools Division Superintendent
The SDS provides initial observations, questions, and directions.
- Step 3. Reactions from the Assistant Schools Division Superintendent
- Step 4. Reactions from the CID Chief
- Step 5. Reactions from the SGOD Chief
- Step 6. Comments from Education Program Supervisors and Program Holders
- Step 7. Consolidation of Recommendations
The Secretariat consolidates all recommendations and agreements.
- Step 8. Agreement Setting and Commitment Building

Specific commitments, timelines, responsible persons, and expected outputs shall be established.

IX. DOCUMENTATION AND REPORTING

The Secretariat shall undertake the following:

- A. Recording of Proceedings
 - Attendance documentation
 - Audio and video recording, when applicable
 - Documentation of discussions
- B. Documentation of Recommendations
 - Findings
 - Agreements
 - Commitments
 - Technical assistance requirements
- C. Consolidation of Findings

A Division PIR Summary Report shall be prepared within five (5) working days after the activity to form part of the Division Report for the Regional PIR.

D. District PIR Feedback Report

Each district shall receive documented feedback and recommendations from the panel.

E. Submission of Revised Intervention Plans

District Supervisors shall submit revised intervention plans within 5 (5) working days after receipt of feedback.

X. EXPECTED OUTPUTS

Each District shall submit the following:

1. District PIR Presentation Deck
2. District Performance Analysis Report
3. Characterization
4. Technical Assistance Requirements
5. Catch-Up Plan

XI. ACCOUNTABILITY AND FOLLOW-THROUGH MECHANISMS

To ensure implementation of agreed actions, the following mechanisms shall be observed:

A. Monitoring of Agreed Interventions

Progress shall be monitored through regular monitoring activities and subsequent review sessions.

B. Quarterly Progress Reporting

District Supervisors shall submit quarterly accomplishment and progress reports.

C. Technical Assistance Provision

CID and SGOD shall provide technical assistance based on identified needs of the Districts.

D. Follow-Up Reviews

Status of compliance and implementation of agreements shall be reviewed during succeeding PIRs.

E. Documentation of Compliance

All commitments, accomplishments, interventions, and technical assistance provided shall be documented and included in future PIR presentations.



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

Office of the Schools Division Superintendent

LIST OF PARTICIPANTS
DIVISION PIR
June 19, 2026, Division Function Hall

NAME	NO. OF PAX
Schools Division Superintendent	1
Asst. Schools Division Superintendent	1
Chief Education Supervisors	2
Asst Chief Education Supervisors	2
Public Schools District Supervisors	9
District In-Charge	12
ALS Specialists, Coordinator	3
Education Program Supervisors	9
Administrative Officer V	2
Accountant III	1
Senior Education Program Specialists	3
Education Program Specialist II	3
DRRM Coordinator	1
Planning Officer III	1
Engineering	1
Youth Formation Coordinators	2
Medical Officer	3
TOTAL PARTICIPANTS	56



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ACTIVITY MATRIX
DIVISION PROGRAM IMPLEMENTATION REVIEW

INCLUSIVE TIME	ACTIVITY	IN-CHARGE
08:00 - 08:15 AM	Preliminaries Welcome Remarks Inspirational Message Rationale and Mechanics of Presentation	Audie S. Borres Asst. Schools Division Superintendent Roy Angelo E. Gazo Schools Division Superintendent Eleanor Consejo H. Rollan SEPS – SMME
08:15 – 09:00	Presenter 1	
09:00 – 09:45	Presenter 2	
09:45 – 10:30	Presenter 3	
10:30 – 11:15	Presenter 4	
11:15 – 12:00	Presenter 5	
12:00 – 01:00	Presenter 6	
01:00 – 01:45	Presenter 7	
01:45 – 02:30	Presenter 8	
02:30 – 03:15	Presenter 9	
03:15 – 04:00	Presenter 10	
04:00 – 04:30	Summary of Findings, Analysis and Ways Forward	Lead, Panel of Reactors



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