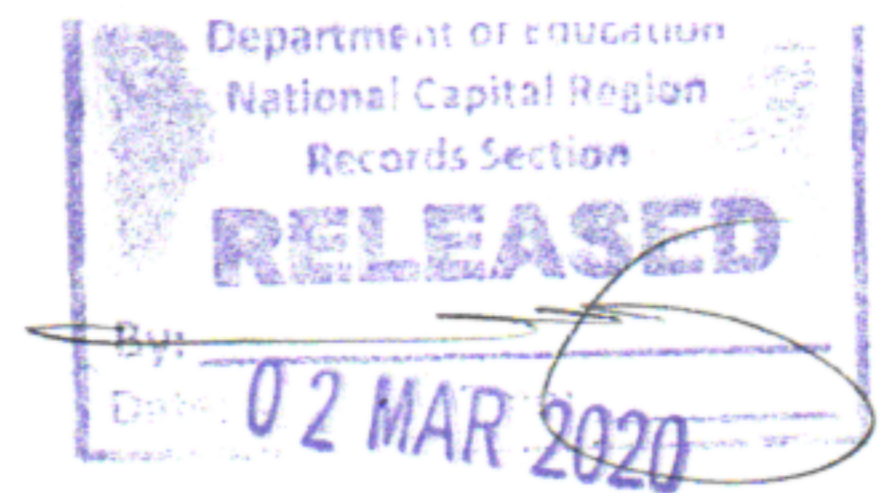




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. 110 s. 2020

**TO** : **Regional Chiefs and Unit Heads  
 Schools Division Superintendents**

**FROM** : **MALCOLM S. GARMAG**  
 Director IV

**SUBJECT** : **QUARTERLY PROGRAM  
 IMPLEMENTATION REVIEW (PIR) - FIRST  
 QUARTER**

**DATE** : **February 20, 2020**

1. The Department of Education-National Capital Region, Quality Assurance Division shall be conducting the above activity on April 16-17, 2020 at DepEd NCR Conference Room. It shall aim to: review and measure the performance of programs, projects, and major activities within and across the organization for the Fiscal Year 2020 and provide the appropriate Technical Assistance to SDOs based on identified needs.
2. The expected participants the following:

Admin (Chief, Supervising Officer, Asset Records, Cash)	2
QAD (Chief, EPS, Staff)	7
ORD (Legal, ICT, PA)	2
PPRD (Chief, PO)	2
CLMD (Chief, EPS)	2
HRDD (Chief, EPS)	2
Finance (Chief, Supervising Officer, Accountant)	2
ESSD (Chief, PDO IV, Medical Engineering)	2
FTAD	2
16 SDOs (SGOD and CID Chiefs)	32
<b>TOTAL</b>	<b>55 pax</b>



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 Email Address: ncr@deped.gov.ph  
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3. The identified RO participants are requested to bring the following:
  - a. S-curve presentation
  - b. Alignment with KPIs/KRA/OPCRF
  - c. First quarter outputs – Physical and Financial Performance
  - d. Outputs Performance by Schedule
  - e. Discussion of Accomplishments
  - f. Discussion of Issues and Concerns
  - g. Laptop unit and extension cord
  
4. While for the SDOs, the following data shall be reported on April 17, 2020:
  - a. Intended curriculum vs. LAMP across learning areas and grade levels
  - b. NER/GER gap-interventions (focus on K and Grade 7)
  - c. Drop out Reduction Program (beneficiaries identified) – Actual vs. Target
  - d. Reading Interventions – Target vs. Actual (Grade 7 promotion rate)
  - e. Identified IPs per school Madrasah and ALS enrolment
  - f. Summary of Teacher Profile (last three years)
  - g. CIGPs
  
5. Transportation shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
  
6. Opening program shall be on April 16, 2020 at 8:00 AM; first meal is breakfast and last meal is PM snacks on April 17, 2020.
  
7. For inquiry, please contact Dr. Ariel P. Villar, Education Program Supervisor, Quality Assurance Division (QAD) at telephone no. (02) 921 - 3815.
  
8. Immediate and wide dissemination of this Memorandum is desired.

Encls: As stated  
QAD/F4  
\*apv



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DNCR-F-ORD-033/R0/01112019

**PROJECT/ACTIVITY PROPOSAL**

**I. Activity Title: QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR) – FIRST QUARTER**

**II. Proponent: ARIEL P. VILLAR**  
Education Program Supervisor  
Quality Assurance Division

Venue: DepEd NCR Conference Hall

Date: April 16-17, 2020

**III. Background and Rationale**

Under the MEA, **Program Implementation Review (PIR)** is the main modality to measure the performance of programs, projects, and major activities within and across the organization. It is conducted on a quarterly basis and tracks the accomplishments of outputs in terms of efficiency, effectiveness, quality, and utilization of the budget.

The triangulation among PPRD, FTAD, and QAD which aims to get a timely information about the performance of programs, projects, and major activities and allow it to provide timely response to bottlenecks, constraints, and challenges affecting the delivery of basic education services. As the main process owner, QAD is mandated to lead in tracking physical and financial accomplishments and assessing the progress implementation of plans, programs, projects, and major activities.

All the operating units in the regional M&E system shall participate in the regional M&E initiatives such as PIRs, periodic reporting of accomplishments of plans, programs, and major activities, and their alignment to the O/IPCRF, among others.



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Relative to this activity, adjustment process is considered within the management for analyzing deviations from an organization's goals in order to take corrective action. The purpose of this process is to detect variances between execution and plans, analyze the causes and trends of these variations and determine the best possible responses.

#### IV. Project Objectives

Terminal Objective:

This event aims to review and measure the performance of the Region's programs, projects, and major activities in terms with physical, fiscal and quality outcomes in relation to the Schools Division Offices' needs; hence, within and across the organization for the Fiscal Year 2020.

Enabling Objectives:

Program Implementation Review focuses on:

- A. Analyze time (Advance, On Schedule, Behind Schedule); Quantity (Physical Target vs. Physical Accomplishment); and cost (Financial Allocation vs. Obligation vs. Disbursement);
- B. Address the issues and bottlenecks by soliciting recommendations and directions from Management through evidence-based decision making.
- C. Make relevant adjustments on programs and activities that ensure the accomplishment of KPI targets;
- D. Make a basis for decision on the Technical Assistance to be extended to the SDOs.

#### V. Deliverables

To achieve the desired objectives of the activity/workshop, the following deliverables are expected:

- Gather data on the needs of identified SDOs
- S-Curve of each Functional Division
- Presentation of Functional Division's Program Implementation Review
- Analyze variance and plan adjustment
- PIR presentation of Functional Division
- Revision of Quarterly Plans based on proposed adjustments.

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**VI. Indicative Program of Activities**

Day 1/ Time	Activity / Topic	Process Activity and In-Charge
8:00 – 8:30	Registration	QAD
8:30 – 9:00	National Anthem	AVP
	Prayer	QAD EPS
	Opening Remarks	Chief QAD
	Presentation of Participants	QAD EPS
	Captain's Message	Malcolm S. Garma Director IV, Regional Director
9:00 – 9:05	Introduction of SDO Presenters	QAD EPS
9:05 – 11:30	Presentation of SDOs	Presentation of Assigned M & E Tools
11:30 – 12:00	Open Forum	QAD EPS
12:00 – 1:00	<b>LUNCH</b>	
1:00 – 4:30	Reports by Functional Divisions	
4:30 – 5:00	Wrap up of Day 1	QAD EPS
5:00 – 5:30	<b>DINNER</b>	

Day 2/ Time	Activity / Topic	Process Activity and In-Charge
6:00 – 8:00	<b>BREAKFAST</b>	
8:00 – 8:30	MOL/Prayer/Energizer	QAD
8:30 – 12:00	Presentation of Accomplishments & S-Curve Graph by each functional division	Regional Chiefs
12:00 – 1:00	<b>LUNCH</b>	
1:00 – 2:00	Open Forum	QAD EPS
2:00 – 3:30	Next steps	Chief - QAD
3:30 – 4:30	Closing Remarks	QAD EPS



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Participants:

Admin (Chief, Supervising Officer, Asset Records, Cash)	2
QAD (Chief, EPS, Staff)	7
ORD (Legal, ICT, PA)	2
PPRD (Chief, PO)	2
CLMD (Chief, EPS)	2
HRDD (Chief, EPS)	2
Finance (Chief, Supervising Officer, Accountant)	2
ESSD (Chief, PDO IV, Medical Engineering)	2
FTAD	2
16 SDOs (SGOD and CID Chiefs)	32
<b>TOTAL</b>	<b>55 pax</b>

**VII. Budget Allocation**

A. Board and Lodging; Training Venue and AV System: (450.00 x 55 x 2 days)	49,500.00/Quarter
B. Supplies and Materials	6,000.00
C. Contingency	5,000.00
Subtotal	60,500.00
<b>TOTAL:</b>	<b>Php60,500.00</b>



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**VIII. Management Team**

Project Director: Malcolm S. Garma  
Regional Director

Carlito D. Rocafort  
Assistant Regional Director

Project Manager: Carlito D. Rocafort  
Concurrent Chief, Quality Assurance  
Division

Project Secretariat: Quality Assurance Division

Prepared by:

**ARIEL P. VILLAR**  
Education Program Supervisor

NOTED:

**CARLITO D. ROCAFORT**  
Assistant Regional Director  
Concurrent Chief, Quality Assurance Division

Recommending Approval:

**CARLITO D. ROCAFORT**  
Assistant Regional Director

APPROVED:

**MALCOLM S. GARMA**  
Director IV



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**CONDUCT OF THE QUARTERLY PROGRAM IMPLEMENTATION REVIEW  
(PIR) - (FIRST QUARTER)**

Venue: DepEd NCR Conference Room  
Date: April 16-17, 2020  
8:00 AM – 5:00 PM

**NO. OF PARTICIPANTS**

Admin (Chief, Supervising Officer, Asset Records, Cash)	2
QAD (Chief, EPS, Staff)	7
ORD (Legal, ICT, PA)	2
PPRD (Chief, PO)	2
CLMD (Chief, EPS)	2
HRDD (Chief, EPS)	2
Finance (Chief, Supervising Officer, Accountant)	2
ESSD (Chief, PDO IV, Medical Engineering)	2
FTAD	2
16 SDOs (SGOD and CID Chiefs)	32
<b>TOTAL</b>	<b>55 pax</b>

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Republic of the Philippines  
 Department of Education  
 NATIONAL CAPITAL REGION  
 Misamis St., Bago Bantay  
 Quezon City  
**AUTHORITY TO CONDUCT**

DATE	April 16-17, 2020	FUND SOURCE MOOE	
TITLE	<b>QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR)</b>		
OBJECTIVES	<b>Terminal Objectives:</b> This event aims to review and measure the performance of the Region's programs, projects, and major activities in terms with physical, fiscal and quality outcomes within and across the organization for the Fiscal Year 2020. <b>Enabling Objectives:</b> Program implementation review focuses on: A. Analyze time (Advance, On Schedule, Behind Schedule); Quantity (Physical Target vs. Physical Accomplishment); and cost (Financial Allocation vs. Obligation vs. Disbursement); B. Address the issues and bottlenecks by soliciting recommendations and directions from Management through evidence-based decision making. C. Make relevant adjustments on programs and activities that ensure the accomplishment of KPI targets.		
VENUE	DepEd NCR, Conference Room		
TARGET PARTICIPANTS	Functional Divisions (Chiefs, EPS, Staff)- 23 16 SDOs (SGOD and CID Chiefs, SEPS (M&E))- 32 <b>TOTAL 55</b>		
TOTAL AMOUNT	Php60,500.00		

ACTIVITY CODE:	ACTIVITY: <b>QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR)</b>	AMOUNT: Php60,500.00
Prepared by:  <b>ARIEL P. VILLAR</b> EPS, QAD	FUNDS AVAILABLE:	
Recommending Approval:  <b>CARLITO D. ROCAFORT</b> Concurrent - Chief, QAD		
<b>APPROVED</b>  <b>MALCOLM S. GARMA</b> Director IV		



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**ACTIVITY REQUEST**


Request Type	Activity Request
Requesting Division Unit	Quality Assurance Division
	April 16-17, 2020
Title / Description	QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR) - FIRST QUARTER
Venue:	DepEd NCR Conference Room
Total Amount	Php60,500.00
<b>WFP 2020</b>	
Outputs and Activity Codes	
Activity Title	QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR)

Prepared by:

  
**ARIEL P. VILLAR**  
 Program Proponent

  
**CARLITO D. ROCAFORT**  
 Assistant Regional Director  
 Concurrent Chief, QAD

Noted:

  
**WARREN A. RAMOS**  
 Chief, PPRD

  
**JULIET J. ICAMEN**  
 Chief, Finance Division

APPROVED:

  
**MALCOLM S. GARMA**  
 Director IV



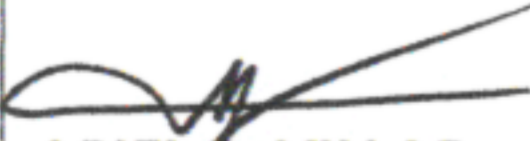
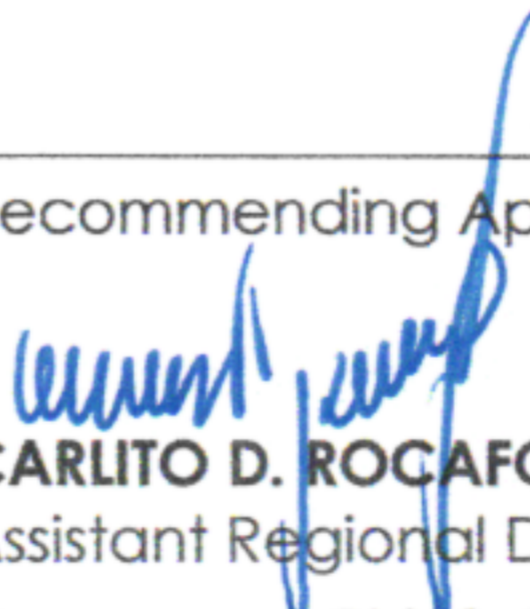


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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

REQUEST FOR BUDGET APPROVAL	
<b>DIVISION: Quality Assurance Division</b>	No.
PROJECT/PROGRAM DESCRIPTION AND TITLE	
<b>CONDUCT OF THE QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR) – FIRST QUARTER</b>	
<b>Terminal Objective:</b> This event aims to review and measure the performance of the Region's programs, projects, and major activities in terms with physical, fiscal and quality outcomes within and across the organization for the Fiscal Year 2019.  Target Date: April 16-17, 2020	
<b>Target Participants</b>	
<b>Who</b>	<b>No</b>
Functional Divisions (Chiefs, EPS, Staff)	23
16 SDOs (SGOD and CID Chiefs)	32
<b>TOTAL</b>	<b>55</b>
<b>Budget Proposal</b> A. Estimated funds available: <span style="float: right;">Php60,500.00</span> B. Source: MOOE Estimated Expenditures: <span style="float: right;">60,500.00</span>  <b>Total</b> <span style="float: right;"><b>Php60,500.00</b></span>	
Requested by:   <b>ARIEL P. VILLAR</b> Education Program Supervisor	Recommending Approval:   <b>CARLITO D. ROCAFORT</b> Assistant Regional Director Concurrent Chief, QAD
Funds Available:   <b>JULIET J. ICAMEN</b> Chief, BFD	APPROVED:   <b>MALCOLM S. GARMA</b> Director IV



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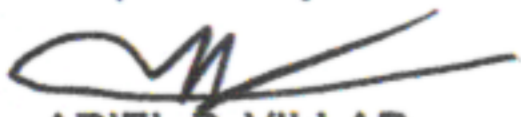
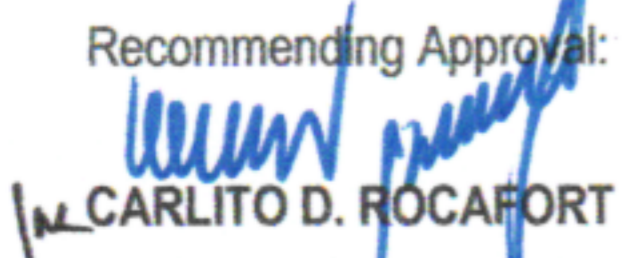





Republic of the Philippines  
 Department of Education  
**NATIONAL CAPITAL REGION**  
 Misamis St., Bago Bantay  
 Quezon City



**PURCHASE REQUEST**

Department	DepEd-National Capital Region	PR. No. :			
Section:	QUALITY ASSURANCE DIVISION	SAI No. :			
	ITEM DESCRIPTIONS	Qty.	Unit	Unit Cost	Total Cost
	<b>Food and Accomodation 450/day</b>	55	pax	900	49,500.00
	2 days				
	with breakfast, AM snacks, lunch, PM Snacks, dinner				
	* first meal breakfast of April 16				
	* last meal snacks of April 17				
	Includes:				
	Function Room				
	LCD Projector				
	Projector Screen				
	Sound System				
	<b>SUPPLIES AND MATERIALS:</b>				
	PAPER, Multi-Purpose (COPY) A4, 70 gsm	4	reams	350.00	1,400.00
	MARKER, PERMANENT, bullet type, black	20	pcs.	50.00	1,000.00
	MANILA PAPER	20	pcs.	15.00	300.00
	Canon Genuine PIXMA Ink GI-790 (Black, Cyan, Magenta, Yellow)	1	set	1,900.00	1,900.00
	Sandisk Ultra Dual USB 3.0 128GB	1	pcs.	600.00	600.00
	CARTOLINA	20	pcs.	15.00	300.00
	TAPE, MASKING, width: 24mm (±1mm)	10	pcs.	50.00	500.00
	---- nothing follows ----				6,000.00
<b>PURPOSE</b>	<b>QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR) - FIRST QUARTER</b>			<b>TOTAL</b>	<b>55,500.00</b>
<b>DATE</b>	April 16-17, 2020				
<b>TIME</b>	8:00AM to 5:00PM				
<b>VENUE</b>	DepEd NCR Conference Room				
Requested by:					
 <b>ARIEL P. VILLAR</b> EPS, Quality Assurance Division					
Recommending Approval:					
 <b>CARLITO D. ROCAFORT</b> Assistant Regional Director Concurrent Chief, Quality Assurance Division					
APPROVED:					
 <b>MALCOLM S. GARMA</b> Director IV					

**GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE**

Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City

**DEPARTMENT OF EDUCATION - NATIONAL CAPITAL REGION**  
1Abrgy. Sto. Cristo, Misamis St., Bago Bantay, Q.C

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: **QAD**

Charge: MOOE

Projects, Programs and Activities (PAPs):

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES															
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec				
<b>Regist</b>	Provisions for the CONDUCT OF THE QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR) - FIRST QUARTER																			
	A. Food and Accomodation; Board and Lodging; Training Venue and AV System 450x55x2	55 pax	49,500.00																	
	B. Supplies and Materials	4 reams	1,400.00																	
	1. PAPER, Multi-Purpose (COPY) A4, 70 gsm 4x350	20 pcs.	1,000.00																	
	2. MARKER, PERMANENT, broad type, black 50x20	20 pcs.	300.00																	
	3. Manila Paper 15x20	1 set	1,900.00																	
	4. Canon Genuine PIXMA Ink GI-790 (Black, Cyan, Magenta, Yellow) 1900x1	1 pc.	600.00																	
	5. Sandisk Ultra Dual USB 3.0 128GB 600x1	20 pcs.	300.00																	
	6. Cartolina 15x20	10 pcs.	500.00																	
	7. TAPE, MASKING, width: 24mm (±1mm) 50x10																			
	D. Contingency Fund		5,000.00																	
	<b>GRAND TOTAL</b>		<b>60,500.00</b>																	

Prepared by:

*Unwin Jung*  
**CARLITO D. ROCAFORT**  
 Assistant Regional Director  
 Concurrent Chief QAD

Recommending Approval:

*Unwin Jung*  
**CARLITO D. ROCAFORT**  
 Assistant Regional Director

APPROVED:

*Unwin Jung*  
**MALCOLM S. GARMA**  
 Director IV

Department of Education  
**National Capital Region**  
 Misamis Street, Bago Bantay  
 Quezon City

Date: February 20, 2020

**REQUEST FOR BAC ACTION**

Particulars <i>Note: Please provide "special specifications" not addressed in the PR. Title and target date if activity; date needed if supply or equipment.)</i>	Requesting Party (Person-in-Charge and Functional/Support Division)	Source of Fund/ SARO # & Activity Code	ABC
Procurement of Venue Title: CONDUCT OF THE QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR) – FIRST QUARTER on April 16-17, 2020. * April 16, 2020 – Check-in * April 17, 2020 – Check out	ARIEL P. VILLAR Quality Assurance Division	MOOE	Php 60,500.00

**CARLITO D. ROCAFORT**  
 Head of Division

\_\_\_\_\_  
 BAC Chairman

- Public Bidding  
 Alternative Mode of Procurement  
 Request for Quotations  
 Small Value Procurement  
 Shopping  
 Lease of Private Venue  
 Repeat Order  
 Adjacent/Contiguous  
 Agency-to-Agency  
 Direct Contracting

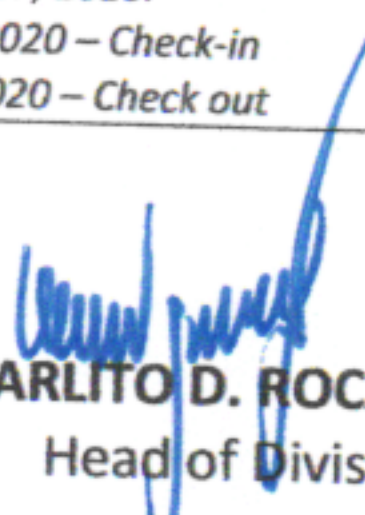
- Incls:  
 • Purchase Request (PR)  
 • Technical Specification/Descriptions  
End-User File

Department of Education  
**National Capital Region**  
 Misamis Street, Bago Bantay  
 Quezon City

Date: February 20, 2020

**REQUEST FOR BAC ACTION**

Particulars <i>Note: Please provide "special specifications" not addressed in the PR. Title and target date if activity; date needed if supply or equipment.)</i>	Requesting Party (Person-in-Charge and Functional/Support Division)	Source of Fund/ SARO # & Activity Code	ABC
Procurement of Venue Title: CONDUCT OF THE QUARTERLY PROGRAM IMPLEMENTATION REVIEW (PIR) – FIRST QUARTER on April 16-17, 2020. * April 16, 2020 – Check-in * April 17, 2020 – Check out	ARIEL P. VILLAR Quality Assurance Division	MOOE	Php 60,500.00

  
**CARLITO D. ROCAFORT**  
 Head of Division

\_\_\_\_\_  
 BAC Chairman

- Public Bidding  
 Alternative Mode of Procurement  
 Request for Quotations  
 Small Value Procurement  
 Shopping  
 Lease of Private Venue  
 Repeat Order  
 Adjacent/Contiguous  
 Agency-to-Agency  
 Direct Contracting

- Incls:  
 • Purchase Request (PR)  
 • Technical Specification/Descriptions  
End-User File