



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 18, 2024

REGIONAL MEMORANDUM

No. **309** s. 2024

**SCHEDULE ON THE CONDUCT OF THE REGIONAL PROGRAM
IMPLEMENTATION REVIEW (PIR) AND CONVERGENCE
MEETING OF DIVISION QUALITY MANAGEMENT
TEAMS (DQMT) RE: COMPLETED STAFF WORK
(CSW) FOR CALENDAR YEAR 2024**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. To ensure the seamless implementation of the Regional Monitoring, Evaluation, and Adjustment (RMEA) System for Calendar Year 2024 and to guarantee quality delivery of programs and projects and interventions reflected in the Regional Educational Development Plan (REDP), this Office, through the Quality Assurance Division (QAD) hereby announces the schedules, modality, and participants in the conduct of 2024 Regional Program Implementation Review (PIR), and Convergence Meeting of Division Quality Management Teams (DQMT) re: Completed Staff Work (CSW) to wit:
2. The objectives of the said activity are the following:
 - a. Present the:
 - i. Physical output and financial accomplishment vis-a-vis quarterly targets and other qualitative and quantitative information of the Office of the Schools Division Superintendent (OSDS), Curriculum and Implementation division (CID) and School Governance and Operation Division (SGOD) of the 13 SDOs and RO Division Offices;
 - ii. Implementation updates of the DepEd mandated programs and projects (PAPs) managed by the SDOs and RO in terms of achieving outputs vs. targets, resolving issues and risks, and movement toward achieving higher objectives (results/outcomes);
 - iii. Dashboard and analysis of the performance indicators available for the quarter;
 - iv. Implementation status of Offices core processes of RO Divisions re: accomplishments of outputs against standards and requirements; and
 - b. solicit and resolve issues and concerns relative to the quarterly implementation of processes, plans, programs, and projects.

A. SCHEDULE**A.1 Program Implementation Review (PIR)**

Quarter	Activity	Schedule	Modality
1	PIR-SDO	April 23-24, 2024	Online
	PIR-RO	April 18-19, 2024	F2F
2	PIR-SDO	July 23-24, 2024	F2F
	PIR-RO	July 25-26, 2024	F2F
3	PIR-SDO	Oct. 22-23, 2024	Online
	PIR-RO	Oct. 11-12, 2024	F2F
4	PIR-SDO	Jan. 14-15, 2025	F2F
	PIR-RO	Jan. 16-17, 2025	F2F

A.2 Completed Staff Work (CSW)

Quarter	Schedule	Modality
1	April 3-4, 2024	F2F
2	July 4-5, 2024	F2F
3	Oct. 3-4, 2024	F2F
4	Jan. 7-8, 2025	F2F

A.3 Post PIR Activity

Quarter	Schedule	Modality
1	April 29-30, 2024	F2F
2	July 30-31, 2024	F2F
3	Oct. 29-30, 2024	F2F
4	Jan. 23-24, 2025	F2F

B. PARTICIPANTS**B.1 Completed Staff Work (CSW)**

SDO Participants	No	RO Participants	No.
SDS/ASDS	1	Planning Officer	1
SGOD Chief	1	FTAD	1
M&E SEPS	1	QAD Staff	8
Total	3	Total	10

B.2 Program Implementation Review (PIR-SDO)

SDO Participants	No.	RO Participants	No.
SDS/ASDS	1	RD and Staff	2
SGOD Chief	1	ARD	1
CID Chief	1	QAD Staff	8
M&E SEPS	1	FTAD	1
Total	4	Total	12

B.3 Program Implementation Review (PIR-RO)

RO Participants	No.
Admin (Chief, SAO, Unit Heads)	7
CLMD (Chief, and ALS focal)	2
ESSD (Chief, HNU, Partnership)	3
Finance (Chief, Accountant, Budget Officer, SAO)	4

HRDD (Chief, EPS, Dorm Manager)	3
RD and Staff	2
ARD	1
ORD-ICTU	1
ORD-Legal	1
ORD-PAU	1
QAD	8
RO Division M&E Focal	8
Total	41

3. SDO Participants shall bring the following documents to the conduct of the CSW:

- Approved 2024 Budget Execution Document (BED 2); and
- Budget Accountability Report (BAR 1)

4. The data requirements for the quarterly PIR-SDO shall be presented during the CSW.

5. Travelling expenses of the SDO participants shall be charged against their respective local funds while accommodation and meals to the QAD funds subject to the usual auditing and accounting rules and regulations. The first meal is breakfast of Day 1 and the last meal is dinner of day 2.

6. Immediate dissemination of and strict compliance with this memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosures: None

References: None

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

Management

Monitoring & Evaluation

Planning

QAD-GLA

