



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

05 April 2021

**DIVISION MEMORANDUM**

DM No. 192, s. 2021

**SGOD-FTA GENERAL FINDINGS FOR CONTINUOUS IMPROVEMENT: QUARTER 1**

**To:** OIC-Assistant Schools Division Superintendents  
SGOD Chief  
Section Heads  
Public Schools District Supervisors  
School Heads  
All Others Concerned

1. With reference to Division Memorandum No. 69, s. 2021 (Technical Assistance Provision on School Operations) and Unnumbered Memorandum dated March 01, 2021 (TA Debriefing Session), this Office through the School Governance and Operations Division (SGOD) informs all schools and district offices of the Team's general findings which may **guide all concerned in the continuous effort to improve** operations and governance practices.
2. The DUYOG Uno led by SGOD Chief Elizabeth M. De Villa was able to provide TA to 20 schools in the districts of Padre Burgos, Catanauan 1 and 2, General Luna, and Pitogo; the DUYOG Dos, on the other hand, led by SEPS Paul Clifford N. Marquez was able to provide TA to 16 schools in the districts of San Antonio, Plaridel, and Sariaya East and West.
3. **Common concerns** had been discussed during the TA debriefing session; they are as follows:
  - a) Lacking/insufficient designation papers;
  - b) Absence of PAP Design/Proposal/Implementation Plan;
  - c) Lacking/poor M&E system for PAPs; and
  - d) Poor stakeholders' participation.
4. To address the concerns above, the following **actions** are hereby expected to be taken:
  - a) That all **Public Schools District Supervisors (PSDSs)** and **School Heads (SHs)** are **required** to provide all program coordinators or focal persons with a **designation paper**

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



Registration Number:  
QAC/1963/0216



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

- including essential functions in the form of either a **signed letter or school/district memorandum**, thereby establishing accountability on performance;
- b) That all **program coordinators or focal persons** in the school/district are **required** to prepare and submit a **PAP design or proposal** to their respective PSDSs/SHs for approval, ensuring that said proposal is aligned with and included in the **School Improvement Plan (SIP)** and **Annual Impementation Plan (AIP)**;
  - c) That the **SGOD program coordinators** are **required** to have their **M&E tools quality assured and distributed** to school/district coordinators, and whenever possible to create a **unified M&E tool for SGOD**; and
  - d) That the **SHs** through the assistance of their respective PSDSs are highly encouraged to **strengthen their partnership programs and prepare appropriate documentation**.
5. Immediate dissemination of and compliance to this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

  
DEPED - QUEZON  
ICT UNIT  
**UPLOADED**  
Date/Time: 4/07/21  
By: WLV  
Ref. no. DM 193, S. 2021

smeard04/05/2021

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*  
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph

