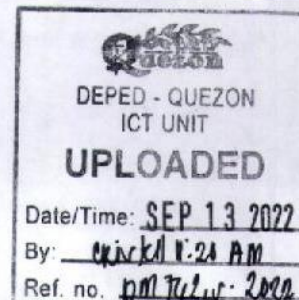




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 September 2022

DIVISION MEMORANDUM

DM No. 702, s. 2022

STRENGTHENING THE SCHOOLS DIVISION M&E SYSTEM THROUGH THE USE OF PROJECT IMPLEMENTATION MONITORING (PIM) TOOL

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
PMIS Core Group Members
All Others Concerned

1. In reference with DepEd Order No. 029, s. 2022 titled **Adoption of the Basic Education Monitoring and Evaluation Framework**, and DepEd Order No. 011, s. 2021 titled **Guidelines on the Operationalization of the Program Management Information System (PMIS)**, this Office through the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME) Section declares its commitment towards the strengthening of the Schools Division M&E System for transparent, ethical and accountable use of government funds and resources.
2. Hence, it is expected that regular monitoring and evaluation activities shall be conducted and recorded by each functional Division, section or unit in the Project Implementation Monitoring (PIM) tool [version 1].
3. The use of the PIM tool generally aims to strengthen the observance of the Basic Education M&E Framework in relation to the PMIS and effective implementation of the Program Implementation Review (PIR). As stated in DO 029, s. 2022, the SDO M&E system shall:
 - ensure the integration of M&E initiatives of SDO operating units;
 - monitor the effective and efficient implementation of education policies and programs;
 - facilitate exchange of information, practices, insights, lessons and issues between and among operating units and external stakeholders; and
 - link M&E results to the organizational and individual performance, among others (C-p. 25-26).

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4. The Schools Division Superintendent (SDS) shall be the overall lead of the School Division M&E System while the SGOD shall be the process owner which shall:
 - oversee and manage the conduct of M&E of all Division operating units and schools and ensure that they are adhering to established standards;
 - review and provide inputs to the M&E plan of DepEd offices;
 - consolidate and analyze M&E reports from Schools Division operating units and schools for the preparation of School Division reports...;
 - maintain a School Division database which contains data and information gathered from School Division M&E activities...;
 - lead the conduct of quarterly PIR among School Division operating units and schools to track physical and financial accomplishments and assess the progress implementation...; and
 - provide technical assistance and capacity building support to Division and school operating units... (p. 29-30).
5. Relative to the above mandates, this Office announces the **conduct of meeting on PIM tool rollout on September 28, 2022, 8:30 a.m. to 12:00 p.m.** at the SDO Training Center.
6. The agenda of the meeting are as follows:
 - introduce the PIM tool [version 1] to be used by all functional Divisions, sections and units in the quarterly monitoring of programs, activities and projects (PAPs);
 - have a walkthrough of the tool workspace and instructions; and
 - do a pre-work (encoding) in preparation for the third quarter status report.
7. Kindly bring laptop computers (together with your office action plan and relevant PAPs data for FY 2022).
8. Standard IATF health and safety protocols must be observed throughout the meeting.
9. Immediate dissemination and strict compliance with this Memorandum is desired.

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

ordsmme/09/08/2022
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