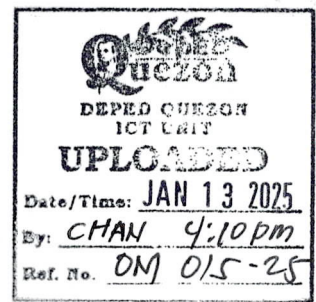




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



10 January 2025

OFFICE MEMORANDUM
 OM No. 015, s. 2025

DISSEMINATION OF THE MONITORING AND REPORTING TOOL FOR PROGRAM IMPLEMENTATION REVIEW AND PLAN ADJUSTMENT OF THE DIVISION OPERATING UNITS FOR FISCAL YEAR 2025

To: Assistant Schools Division Superintendents
 Division Chiefs
 Division Section/Unit Heads
 Division Program Owners
 All Others Concerned

Pursuant to **DepEd Order No. 029, s. 2022 (Adoption of the Basic Education Monitoring and Evaluation Framework)**, this Office, through the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME) informs all concerned regarding the use of the Program Monitoring Plan and Report (PMPR) Tool for tracking and reporting of all activities conducted in the Division. A copy of the PMPR Tool can be downloaded from this link: **tinyurl.com/PMPRTool25**.

Please be advised that the said monitoring and reporting tool shall be used starting the **first quarter of Fiscal Year 2025**. Relative thereto, all section heads through their designated M&E focal persons shall accomplish the said tool with its corresponding schedule of submission:

Document	Deadline	Link for Submission
Monitoring Plan	January 31, 2025	tinyurl.com/MEPlanReport25
Monitoring Report (1 st Quarter)	March 21, 2025	
Monitoring Report (2 nd Quarter)	June 25, 2025	
Monitoring Report (3 rd Quarter)	September 26, 2025	
Monitoring Report (4 th Quarter)	December 19, 2025	

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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To shed light on the preparation of the monitoring plan, as well as in the accomplishment of the tool, which will be used quarterly during the PIRPA, there will be an meeting with the designated M&E focal persons per operating unit on **January 16, 2025**, at 9:00 a.m. via Google Meet. The meeting link shall be communicated to the Section/Unit Heads and the official Facebook Messenger group chat of the **Operating Unit M&E Focal Persons**.

Immediate dissemination of and compliance with this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd01/10/2025

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PROGRAM MONITORING PLAN AND REPORT (PMPR) TOOL

Instructions: Kindly read the following items before completing this template

1. This template which is divided into two sections such as the Monitoring Plan, and Monitoring Report, shall be accomplished or updated by the Program Owner quarterly for status and progress reporting during the conduct of Program Implementation Review and Plan Adjustment (PIRPA) activity.
2. The Monitoring Plan contains all activities that will be done to track the status and progress of the planned activities and outputs.
3. The Monitoring Report shows the status and progress of the planned activities and outputs which will be accomplished and updated quarterly. Also, it contains a summary of the physical and financial accomplishments of the planned and unplanned activities and outputs. For all activities and outputs that were not completed as planned and/or scheduled, the program owner is responsible for developing a catch-up plan.
4. Each accomplished tool must be saved using the file name: **Office Name_PM2_Quarter No._2025.xlsx** (e.g. SMME Section_Monitoring_Q1_2025.xlsx).
5. Hover your cursor over the cells, and read carefully the *Comments/Notes* for further instructions.
6. Add rows as needed.
7. It shall be submitted to the School Governance and Operations Division (SGOD), through the School Management Monitoring and Evaluation (SMME) Section for the preparation of the PIR Report.

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PROGRAM/PROJECT MONITORING PLAN (PMP)

FY _____

Operating Unit:
Program/Project:
Program Owner:
Immediate Head:

Activity/Output	Objective Statement	Indicators	Date of Completion	Quarter Covered	Data Collected	Data Collection Methods/ Data Source
Output 1						
Activity 1						
Activity 2						
Output 2						
Activity 1						
Activity 2						
Output 3						
Activity 1						
Activity 2						
Output 4						
Activity 1						
Activity 2						
Output 5						
Activity 1						
Activity 2						
Output 6						
Activity 1						
Activity 2						
Output 7						
Activity 1						
Activity 2						
Output 8						
Activity 1						
Activity 2						
Output 9						
Activity 1						
Activity 2						
Output 10						
Activity 1						
Activity 2						

*Add or delete rows as necessary

Prepared by:
 Program Owner/M&E Focal
 Approved by:
 Division/Section/Unit Chief

