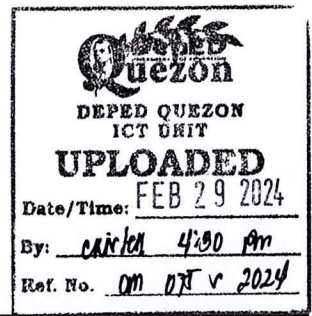




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



28 February 2024

OFFICE MEMORANDUM
 OM No. 075, s. 2024

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

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

In line with the orientation meeting of the Division Section/Unit Heads and designated M&E Focal Persons for each operating unit held last February 16, 2024, at the Division Library Hub which discussed the M&E tool to be used in the reporting of their respective programs, projects and activities (PPAs) during the quarterly Program Implementation Review and Plan Adjustment (PIRPA), this Office, through the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME) informs all concerned regarding the use of the tool attached hereto which can be accessed through <http://tinyurl.com/MRTool24>.

Please be advised that the said monitoring and reporting tool shall be used starting the **first quarter of Fiscal Year 2024**. 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	March 15, 2024	tinyurl.com/OU-MPlan24
Monitoring Report (1 st Quarter)	March 18, 2024	tinyurl.com/OU-PIRPAQ1

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 a meeting with the designated M&E focal persons per operating unit on **March 04, 2024**, at 9:00 a.m. via Google Meet. The meeting link shall be communicated to 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

smemgd02/28/2024

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IM2 Tool

Instructions: Kindly read the following items before completing this template

1. This template which is divided into three sections such as the Implementation Plan, 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 Implementation Plan is where all planned activities and outputs to be accomplished for the whole fiscal year can be found.
3. The Monitoring Plan contains all activities that will be done to track the status and progress of the planned activities and outputs.
4. 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.
5. Each accomplished tool must be saved using the file name: **Office Name_IM2_Quarter No._2024.xlsx** (e.g. SMME Section_Monitoring_Q1_2024.xlsx).
6. Hover your cursor over the cells, and read carefully the *Comments/Notes* for further instructions.
7. Add rows as needed.
8. 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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OFFICE PROGRAM/PROJECT MONITORING PLAN (OPMP)

FY _____

Operating Unit:	
Program/Project:	
Goal:	
Desired Outcome:	

PART I. IMPLEMENTATION PLAN

	Critical Action	Responsible/Accountable Unit (FD)	Date of Completion	Amount Allocated	Fund 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					
<i>*Add or delete rows as necessary</i>					

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 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:

Operating Unit:
 Program Owner/s:

PLANNED ACTIVITIES (as per approved WPP and Action Plan/O-IPCRP)

No.	ACTIVITIES	DATE IMPLEMENTED <small>(Date of 2nd implementation)</small>	EEP 200 <small>(Related Policy/Existing Mechanism)</small>	MATATAG Agenda	KALILAYAN Alignment	SDG ERA	FUNCTIONAL DIVISION ERA
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
TOTAL NO. OF PLANNED ACTIVITIES							
TOTAL NO. OF IMPLEMENTED ACTIVITIES							
PERCENTAGE OF ACCOMPLISHMENT <small>(No. of Program Implemented / Total No. of Programs x 100)</small>							

*Add rows as necessary.
 **Use decimal values for percentage

ADDITIONAL (UNPLANNED) ACTIVITIES (activities not included in the approved WPP and Action Plan/O-IPCRP or unplanned activities but were Implemented/Conducted)

No.	ACTIVITIES	DATE IMPLEMENTED <small>(Date of 2nd implementation)</small>	EEP 200 <small>(Related Policy/Existing Mechanism)</small>	MATATAG Agenda	KALILAYAN Alignment	SDG ERA	FUNCTIONAL DIVISION ERA
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
TOTAL NO. OF UNPLANNED ACTIVITIES							

