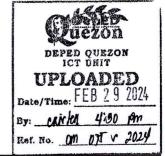


Republic of the Philippines

Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE



28 February 2024

OFFICE MEMORANDUM OM No. 1975, 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 (1st Quarter)	March 18, 2024	tinyurl.com/OU-PIRPAQ1	

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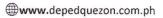






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To shed light on the preparation of the monitoring plan, as well as in the accomplishment of the tool, which will be used quarterly during the PIRPA, there will be a meeting with the designated M&E focal persons per operating unit on **March 04, 2024**, 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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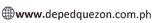


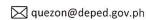












IM2 Tool

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

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OFFICE PROGRAM/PROJECT MONITORING PLAN (OPMP)

FV			
		2005	

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

PART I. IMPLEMENTATION PLAN

	Critical Action	Responsible/Accountable Unit (FD)	Date of Comletion	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			
*Add or delete rows as necessary			

PROGRAM/PROJECT MONITORING PLAN (PMP)

·		

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

Responsible Office in Data Collection	Schedule/ Frequency of Data Collection	User(s) and use(s) of Data Collected	Data Analysis to be Used	Responsible Office for Data Analysis	Frequency of Data Analysis	Audience of M&E Results	Communication Strategies to be Employed	Reporting Schedule/ Frequency
		THE CALL OF THE PARTY.						
								6. 7

Operating Unit:

Program Owner/s:

tao.	ACTIVITUS	EEFF 2000 Faluted Plans Tanding Mechanisms	MATATAG Agunda	Editorial degenera	901 FA.	FUNCTIONAL DIVISION ERA
1						
2						
3						
4						
5						
0						
7						
- 3		 				
9						
10		 				
11		 				
12						
14		 				
15						
	TOTAL INC. OF PLANSED ACTIVITIES					
9000	FOTAL NO SE (NORTH APPENDITES					
	PERCENTAGE OF ACCOMPTISHMENT (No. of Progress Implemental / Total No. of Progress x 100)					

"Add rows as necessary.
""Two decimal places for percentage

٨٤	ADDITIONAL (UNPLANNED) ACTIVITIES (activities not included in the approved WFP and Action Plan (O-IPCRF or amplanned activities but were implemented (Conducted)										
No.	ACTIVITIES	DATE IMPLEMENTED (**** **)	SEET 2006 (Rabetal Pillow Tarabling Mechanism)	MATAZAG Agresia	RATILATAN Alignment	200 FSA	princtional division ira				
1											
2											
3											
4											
8											
6											
2											
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9											
10											
11											
12						_					
13											
14											
15											
S.C.	YOTAL NO OF UNPLAINED ACTUITIES										

FIRST QUERTER [F.Y. 2024	Period:	Walve

				ethinino beassig set huttill toward bro zargot Lochard 4th on til site trions that				Status of Physical Accomplishments This shows details on the Physical Science Output per planned activity.			rworts with		
			\$UKBHSTING\$COOK THOWAY				sutimentative resolve				second titly at immagild.	SECTION/UNIT KRA	
PUTATE Policipal broughod Tolkbooks sal brokepacol Où LA geograd Tolkbooks Tolkbookset Jackbookse	SPOTDAY DWINGHHINDA MASYY	SMOTDAN DMITATUDAN WINIGH DMORTE	VARIANCE (Undersprend) (Undersprend)	NOTTAXLITIU NO ENESSEN hearest. \ leaded month) (rot a bennell.)	ORCHITO THEOMA	OZBARJEK \GZTAOOAJA THEOMA Paglod)	FUND SOURCE	ECHYPEYA	PERCENT OF ACCOMPLISHMENT (190, of Aminad Outputs v. 100) of Taxasad Outputs x. 100)	ACTUAL OUTPUTS (i) of mains despris)	PHYSICAL TANOETS (Dio, of planted author)		

WHAT WENT WELLY WILLY WHAT WHONG?			Sealing of Behavior described of Palmandal Accomplishments proposated programs. This shows destrain on the Presented Torque and Amount Unitined per plantand programs.				Status of Physical Accomplishments This shows dealth on the Physical Target and Atanal Suspens per planned octivity.						
potentiag the Activity		Reasons for Conducting the Activity	S THAM REAL ACCOONS LUGHNELTS					ELMEDTRETT (MCCOPT TATTLESS				second this of managia	SECTION/UNIT RRA
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Cummitted Activities/Outputs (ancompleted)	Physical Target (No. of Planned Outputs)	Action Steps	Target Date of Completion	Reasons for the Adjustment	
Property Additional Artistical Chapte streets a property for the books are not be party)	Physical Target (No. of Fianced Outputs)	Financial Target (Amuset Requestes)	Action Steps	Target Date of Completian	Reasons for the Proposed Additional Artivities/Output
				 	

SUMMARY REPORT

	Activity/Output	Date of Completion	Status of the Committed Activity/Gutput	Resease for the Status of the Activity (2 status is completed but with an equated schedule, resolution (uncompleted), terminated, and additional
Output 1				
Activity 1				
Activity 2				
Ontput 2				
Activity 1				
Activity 2				
Output 3			Commence de la Commen	
Activity 1				
Activity 7				
Output 4		***************************************		
Activity 1				***************************************
Activity 2		***************************************		
Output 5				
Activity 1				
Activity 2				
Datput 6				
Authrity 1		-/		
Activity 2				
Output 7				
Activity 1				
Activity 2				
Output 8				
Activity 1				
Activity 2				
Output 9				
Activity 1			 	
Activity 2				
Ontput 10				
Activity 1				
Activity 2				
Output 11 Activity 1				
Activity 2				
Output 12				
Activity 1				
Activity 2				
Output 13				
Activity 1				
Activity 2				
Output 14				
Activity 1				
Activity 2				
Output 15				
Activity 1				
Activity 2	Quarter I	Quarter 2	Quarter 3	Quarter 4
Total Bupton	Cultur I	Aurer's	Value - Value -	Quarter 4
Committed Activity				
Committed Output				

Activity 1						
Activity 2						
Total Bursher	Quarter 1	Quarter 2	Quarter 2	Quarter 4	Total	Percentage
Committed Activity						
Committed Output						
Completed Activity (as scheduled)						
Completed Output (as acheduled)						
Completed Activity (adjusted as to schedule)						
Completed Output (adjusted as to schedule)						
Terminated Activity						
Terminated Output						
Additional Activity						
Additional Output				A CONTRACTOR OF THE PROPERTY O		
Rescheduled Activity (nacompleted)						
Rescheduled Output (uncompleted)						