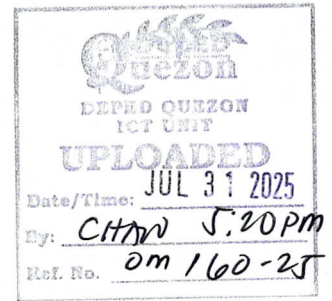




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



28 July 2025

OFFICE MEMORANDUM
OM No. 140, s. 2025

**COMPLIANCE WITH ACTION ITEMS FROM THE PROGRAM IMPLEMENTATION
REVIEW AND PLAN ADJUSTMENT (PIRPA)**

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

In line with the recently conducted **Program Implementation Review and Plan Adjustment (PIRPA)** held on July 3–4, 2025, at M.I. Sevilla's Farm & Resort, Lucena City, this Office informs all concerned sections/units of the required **compliance with the action items** identified during the said activity.

Kindly refer to the **Enclosure** for the list of action items (recommended courses of action) along with the corresponding responsible sections/units.

In this regard, all concerned are requested to submit their **compliance status reports** not later than **September 26, 2025**, through the following link:
tinyurl.com/PIRPAComplianceStatus25.

The prescribed **report template** may be downloaded via this link:
tinyurl.com/CSTemplate25.

For the information and strict compliance of all concerned.


ROMMEL BAUTISTA, CESO V
Schools Division Superintendent

smemgd07/28/2025

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Enclosure to OM No. 160, s. 2025

RECOMMENDED COURSES OF ACTION

[Action Points from PIRPA Feedback and Observations (July 3–4, 2025)]

Concerned Section/Operating Unit	Recommended Courses of Action [Action Items]
SGOD Chief	Review the guidelines on OBE in coordination with the SMME and SMN to determine the designated focal person for the annual activity.
SMME	Simplify the Monitoring Tool for OBE <ul style="list-style-type: none">Streamline the existing tool to ensure it is user-friendly, focused, and aligned with key indicators of readiness. Monitor Progress of OBE Results <ul style="list-style-type: none">Establish a system to track the results from the conducted OBE monitoring activities. Consolidate and Disseminate the OBE Monitoring Report <ul style="list-style-type: none">Prepare a comprehensive report on the results of the class opening monitoring and furnish copies to the concerned offices.Make a concrete action on the issues and concerns
SMN	Organize and Document MOAs <ul style="list-style-type: none">Ensure all Memoranda of Agreement (MOAs) are properly compiled, filed, and submitted to the Legal Unit for reference and record-keeping. Maintain an Updated List of Partners <ul style="list-style-type: none">Create and regularly update a database or directory of all partner organizations for easy reference and coordination at the Division level.

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HRD	<p>Evaluate the Impact of Conducted Trainings</p> <ul style="list-style-type: none">Assess whether the knowledge and skills gained from completed trainings have been effectively applied in the actual work setting, and determine their contribution to improved performance and service delivery. <p>Follow Up on the Submitted PD Program</p> <ul style="list-style-type: none">Coordinate with the Regional Office regarding the status of the Professional Development (PD) program submitted by the Curriculum and Instruction Division (CID) to ensure its timely review and implementation. <p>Follow Up on the Implementation Status of Participants' Workplace Application Plans</p> <ul style="list-style-type: none">Coordinate with the Curriculum Implementation Division (CID) to monitor and assess the extent of implementation of the participants' Workplace Application Plans (WAPs), and identify areas that may require additional support or technical assistance. <p>Utilize the GASS-MOOE to Support the Awards and Recognition Program</p> <ul style="list-style-type: none">Ensure that the Awards and Recognition Program is appropriately funded through the GASS-MOOE to sustain its implementation and incentivize exemplary performance. <p>Follow Up on the Submission of District PD Program Proposals for Quality Assurance</p> <ul style="list-style-type: none">Coordinate with the district focal persons to ensure the timely submission of Professional Development (PD) program proposals—such as Learning Action Cell (LAC) plans for the SBTT on the Revised K to 12 Curriculum—for quality assurance and review by concerned offices.
SHS	<p>Prepare the Means of Verification (MOVs) for Water Quality Testing Results</p>

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	<ul style="list-style-type: none">• Ensure the preparation and consolidation of the required MOVs in support of the water supplier's submission of periodic water quality testing results, in compliance with safety and health standards. <p>Establish a Regular Monitoring Mechanism for Health Section PPAs</p> <ul style="list-style-type: none">• Create a dedicated monitoring team to conduct regular oversight of the programs, projects, and activities (PPAs) implemented by the Health Section, with priority given to DepEd-mandated health initiatives to ensure timely and effective implementation. <p>Monitor School Compliance with DepEd Policy on Canteen Food Offerings</p> <ul style="list-style-type: none">• Conduct regular monitoring of school canteens to ensure compliance with the food standards prescribed in the relevant DepEd Order. Issue written notices or reprimands to schools found to be non-compliant, in accordance with existing guidelines and due process. <p>Conduct Random Monitoring of Field-Based Health Personnel</p> <ul style="list-style-type: none">• Implement unscheduled or random monitoring to verify the actual reporting and presence of field-deployed nurses during official duty hours, ensuring accountability and adherence to their assigned work schedules.
Research	<p>Conduct a Joint Meeting with CID to Finalize the Research Review Process</p> <ul style="list-style-type: none">• Convene a coordination meeting with the Curriculum and Instruction Division (CID) to finalize the process for reviewing research papers and the overall research framework, ensuring alignment with DepEd guidelines and quality standards.

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EFS	<p>Include Electrical Installation of Schools in the Activity Scope</p> <ul style="list-style-type: none">• Ensure that the electrical installation and related infrastructure needs of schools are incorporated into the planning and implementation of the activity, particularly for safety compliance and operational readiness.
LFS	<p>Follow Up on the Requested Funds for Child Protection Activities</p> <ul style="list-style-type: none">• Coordinate with the concerned office to follow up on the status of the fund request intended to support the implementation of agency-mandated activities on child protection, ensuring timely allocation and execution. <p>Ensure Proper Dissemination of Learnings from Attended Conferences and Trainings</p> <ul style="list-style-type: none">• Conduct appropriate dissemination activities, such as cascading sessions or re-echo seminars to share key learnings and ensure organizational benefit from the capacity-building engagement.
DRR	<p>Collaborate with the EFS on Electrical Installation Inspection Activities</p> <ul style="list-style-type: none">• Coordinate with the Education Facilities Section (EFS) to jointly conduct inspection activities on school electrical installations, taking into account the limited budget allocation of EFS compared to the Disaster Risk Reduction (DRR) fund. Explore potential resource-sharing strategies or support mechanisms to ensure the successful completion of inspections. This initiative aims to ensure the safety of school facilities and should be integrated into future planning and programming activities. <p>Explore the Provision of Electrical Safety Training</p> <ul style="list-style-type: none">• Consider organizing a training program on electrical safety to be facilitated by the Education Facilities Section (EFS), with funding

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	<p>support sourced from the Disaster Risk Reduction (DRR) allocation. This initiative aims to enhance the capacity of school personnel in ensuring safe and compliant electrical practices within school facilities.</p> <p>Monitor Utilization of Downloaded Funds to Schools</p> <ul style="list-style-type: none">• Conduct regular monitoring of funds downloaded to schools to ensure that the budget is properly utilized in accordance with approved work and financial plans, existing guidelines, and intended program objectives.
SGOD-EPS	<p>Verify Updated Requirements for SHS Track/Strand Applications</p> <ul style="list-style-type: none">• Coordinate with the concerned Regional Office officials to clarify the updated list of requirements for the application of Senior High School (SHS) tracks and strands, in response to recent findings regarding incomplete or lacking documentary submissions from schools. While schools are advised to defer new applications due to the anticipated changes in the SHS curriculum, submissions will still be accepted and processed in the absence of a formal issuance or official directive regarding the revised curriculum.
Admin/GSS	<p>Organize and Facilitate an Inter-Section Orientation on the Annual Physical Examination</p> <ul style="list-style-type: none">• In collaboration with the Personnel, Health, Budget, and Accounting Sections, conduct an orientation session for all SDO personnel to provide clear information on the guidelines, schedule, procedures, and documentary requirements for the upcoming Annual Physical Examination. <p>Assign an Alternate Personnel for the Public Assistance Desk</p> <ul style="list-style-type: none">• Designate an alternate staff member to man the Public Assistance Desk during lunch hours to ensure continuous service in compliance with

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	<p>the No-Noon Break Policy. This will guarantee uninterrupted assistance to clients throughout the day.</p> <p>Remind Security Agency to Submit Billing Statements Promptly</p> <ul style="list-style-type: none">• Issue a formal reminder to the contracted security agency to submit their billing statements on time to facilitate the prompt processing and release of salaries for the assigned security personnel. <p>Assignment of Service Vehicles and Drivers to Functional Divisions, Subject to Availability</p> <ul style="list-style-type: none">• If feasible, assign a designated service vehicle and driver to each functional division to enhance operational efficiency and timely support for official activities. In instances when the assigned vehicle is not in use, it may be temporarily utilized by other divisions, provided that proper scheduling and coordination protocols are strictly observed.
Personnel	<p>Review the Wording Used to State Reasons for Non-Implementation of Activities</p> <ul style="list-style-type: none">• Carefully examine the language or terms used in justifying the non-implementation of an activity to ensure clarity and appropriateness.
ICT	<p>Allocate a Centralized Budget for Tarpaulin Production</p> <ul style="list-style-type: none">• Manage and cover all expenses related to the design, printing, and distribution of tarpaulins for official DepEd activities.
Accounting	<p>Inform the concerned operating unit regarding the availability of cash for SARO related PPAs</p>

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