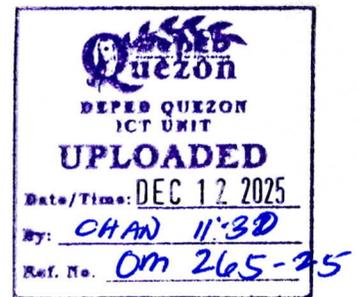




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 December 2025

OFFICE MEMORANDUM

OM No. 265, s. 2025

**CONDUCT OF YEAR-END PROGRAM IMPLEMENTATION REVIEW (PIR)
AND PERFORMANCE EVALUATION 2025 FOR
SGOD UNIT/SECTION HEADS**

To: Assistant Schools Division Superintendents
SGOD Chief
SGOD Education Program Supervisor
SGOD Section/Unit Heads
QMS – Job Order
All Others Concerned

This Office announces the **conduct of the SGOD Year-End Program Implementation Review (PIR) and Performance Evaluation for Calendar Year 2025** on **December 22, 2025**, from **8:00 AM to 5:00 PM**. The activity shall be held **online** via a platform link to be provided through the official SGOD chat group.

The activity aims to:

- Review and assess the Programs, Projects, and Activities (PPAs) implemented by each SGOD unit/section during CY 2025;
- Evaluate accomplishments vis-à-vis planned targets;
- Identify good practices, challenges, and priority recommendations for improvement; and
- Strengthen strategic planning and performance management for CY 2026.

All SGOD Unit/Section Heads including the QMS – JO are required to prepare a PowerPoint presentation, following the prescribed format below to ensure uniformity, clarity, and comprehensive reporting:

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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PRESCRIBED POWERPOINT FORMAT

Slide 1

- *SGOD Year-End Program Implementation Review (PIR)/ Performance Evaluation 2025 for SGOD Unit/ Section Heads*

Slide 2

- Title of the Activity
- Date of Presentation
- Name and Designation of the Presenter
- Picture of the Presenter (Optional)

Slides 3–4: Introduction

- Overview of the unit/section
- Mandates and major functions
- Key performance priorities for CY 2025

Slides 4–10: List of PPAs Implemented/Conducted

- Enumerate all PPAs implemented during the year
- Indicate the **exact dates** of implementation

Slides 11–N: Tabular Presentation of PPAs and Their Means of Verification (MOVs)

- Prepare a **clear and organized table** that includes:
 - Specific Objectives
 - PPAs
 - Performance Indicators
 - Accomplishments (Planned Targets, Actual Results, % of Accomplishment vs. Targets, Issues and Concerns)
 - Plan Adjustments(Note: Please see the sample PPT. It is available in our group chat.)

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Presenters must ensure that all data reflected in their presentations are **accurate, complete, and aligned** with the Division Office's PPAs and performance commitments.

Immediate dissemination of this Memorandum is desired for the information and compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Sgodjam12/11/2025

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