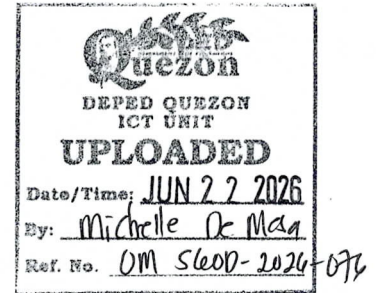




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



22 June 2026

OFFICE MEMORANDUM
SGOD-2026- 076

ONLINE ORIENTATION ON THE UTILIZATION OF THE IMPLEMENTATION TRACKING, REPORTING, ACCOMPLISHMENT CONSOLIDATION, AND EVALUATION (I-TRACE) SYSTEM FOR PROGRAM IMPLEMENTATION REVIEW AND PLAN ADJUSTMENT (PIRPA)

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

In line with the Division's continuing efforts to strengthen monitoring, reporting, and accomplishment consolidation processes, the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME) shall conduct an **Online Orientation on the Utilization of the Implementation Tracking, Reporting, Accomplishment Consolidation, and Evaluation (I-TRACE) System** on June 25, 2026, at 9:00 a.m. via Zoom.

The activity aims to orient concerned personnel on the features, functionalities, and operational procedures of I-TRACE as an automated monitoring, reporting, and consolidation tool designed to support the conduct of the **Program Implementation Review and Plan Adjustment (PIRPA)**.

Specifically, the orientation seeks to:

1. Introduce the objectives, structure, and key features of the I-TRACE System;
2. Demonstrate the proper encoding of monitoring and accomplishment data;
3. Familiarize users with the automated consolidation, dashboard, and reporting functionalities of the system;
4. Standardize monitoring and reporting procedures across operating units; and
5. Clarify roles, responsibilities, and reporting requirements in the utilization of I-TRACE.



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The I-TRACE System was developed to streamline the monitoring and reporting of Programs, Projects, and Activities (PPAs) by reducing manual consolidation, minimizing reporting errors, improving data accuracy, and providing real-time information for management review and decision-making.

Participants in this online activity shall include all Division Section/Unit Heads, Program Owners/Focals, and other concerned personnel involved in the monitoring, reporting, and consolidation of PPAs.

The Zoom Meeting Link shall be disseminated through the official Messenger Group Chat of the concerned personnel prior to the conduct of the activity.

Immediate dissemination of and compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd06/22/2026



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