

Republic of the Philippines Department of Education Cordillera Administrative Region

Schools Division of Benguet

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March 22, 201

DIVISION MEMORANDUM No. 069, s. 2018

To:

Office of the Schools Division Superintendent Schools Governance and Operations Division Curriculum Implementation Division

Subject:

1ST QUARTER MONITORING OF 2018 DAIP ACCOMPLISHMENTS AND PREPARATION OF 2019 DAIP

- 1. In order to improve the process of monitoring and evaluation of the Schools Division budget management, Projects, Programs and Activities (PPAs), a quarterly reporting of accomplishments is strictly required from all divisions, units and sections to submit on or before April 6, 2018 at the Planning and Research Section.
- 2. The reporting of accomplishments will be of help in adjusting unimplemented Projects, Programs and Activities for the first quarter, and to complete a comprehensive and organized 2018 annual report. While the 2019 Division Annual Implementation Plan report will be the basis for appropriating sufficient budget for 2019.
- 3. Focal persons with no reports submitted on or before the identified due date, but have implemented vist quarter PPAs and With PPAs planned for 2019, must submit a letter of explanation addressed to the Schools Division Superintendent.
- 4. Enclosed are the following forms to be completed or filled-in by all focal persons:

a. Enclosure 1:

2019 Office / Unit / Section Annual Implementation Plan

b. Enclosure 2:

Projects, Programs and Activities (PAPs / PPAs)

Enclosure 3:

Technical Assistance Form 1: Identified Issues/ Concerns or

Hindering Factors

Enclosure 4:

Technical Assistance Form 2: Intervention / Technical Assistance

Plan

Enclosure 5:

Accomplishment Report on Technical Assistance on Programs /

Activities

f. Enclosure 6: Report on Unaccomplished Activities / Programs

Enclosure 7:

Catch-up Plan

Enclosure 8: h.

Professional Development - Trainings for non-teaching, teaching

related and teachers.

5. Immediate and wide dissemination of this Memorandum is desired.

STOR L. BOLAYO

Public Schools District Supervi Schools Division Superintendent

Enclosure 1

2019 OFFICE/UNIT ANNUAL IMPLEMENTATION PLAN

NOTE: the data included in this form is relevant to complete the 2019 DIVISION ANNUAL IMPLEMENTATION PLAN. Strict identification of PPAs and financial targets is necessary to m successful.

Name:	(focal person / in-charge) Office:				Unit/ Section	Unit/ Section / Program handled:												
		nts	P	lace a	chec			the bo				o the r	nonth	you	Resource F	equirements	FINANCIAL TA	
		ipa tc.)				ρ	lan to	impler	nent th	ie act	ivity.				1100001001	oquiron ionio	HRTD FUND	MOOE fund
Programs / projects / activities Description / Objectives of PPA Fg_OUARTERLY Three day activity/	Target (participants / reports etc.)	January	February	March	April	Мау	June	July	August	September	October	November	December	Human (speakers etc.)	Non-Human (eg. CUOS, M&S)	Budget for meals and snacks , and honorarium only	Budget for CUOS	
Eg. QUARTERLY REVIEW OF 2018 DIVISION ANNUAL IMPLEMENTATION PLAN	Three day activity/ quarter. 1.To determine implemented and unimplemented PPAs for adjustment of budget and additional PPAs. 2.Documentation of consolidated accomplishment reports of implemented PPAs.	35 SDO personnel, 3 major offices'(OSDS/CID/SGOD) consolidated reports			/			1			/			1		Meals and Snacks	26,250	-
															- - - -			
							 											

2018 RMEA QUARTERLY MONITORING TOOL $\mathbf{1}^{\text{ST}}$ Quarter

PAPS Implementation (all quarters)

CO/RO downloaded funds

PAPS	Physical (indicate r		Fin	ancial		Remarks (Reasons for		Ways forward
	outputs and pax as					discrepancies)		
	Target	Actual	Target	Actual				
e.g. Workshop on the	8 tools	6 tools	10,000	8,000	• Lack	of working document	Another workshop wi	
development of	23 pax	21 pax					conducte	•
Assessment Tools							Give itas an assign	
B. Conferences,	Meetings and Orien	tations						
PAPS	Physical (r	number of pax)		Financial			Remarks/Agreem	ents
	Target	Actual	Target	Actu	ıal			
C. Competitions,	/ Search				The street stree			
PAPS		nysical		Financial			Remarks	
	Target	Actual	Tar	get	Actual	Remarks		
e.g. Brigada Eskwela	5 schools	4 schools	···········	000	9,000	1 school did not submit letter of intent		
D. Others		·····				1 seriodi did flot sabilit	retter of intent	
PAPS	Ph	ysical		Financia			Remarks	
	Target	Actual	Tar	get	Actual			
e.g. School-based feeding	510	550	1,101	,600	1,188,000	Increase number of	ben eficiaries	***************************************
program						Augmented by PTA 1	funds	
			S	DO FUNDED P	APs			
A. Based on Work an	d Financial Plan							
PAPS		Physical		Fi	inancial	Rem	arks	Ways forw
Note: must be of the same title written in the WFP	as Target	Ac	tual	Target	Actu	al		·
B. Conferences, Mee	tings and Orientatio	ns						
PAPS		Physical (number of pax)		Financia		Remarks/Agreements		
	Target	A ad 1	T	T .	!			
	Target	Actual	Target	Actu	ıaı			

C. Competitions/ Search (all quarters)

PAPS	Physical		Fina	ncial	Remarks
	Target	Actual	Target	Actual	
e.g. Brigada Eskwela	5 schools	4 schools	10,000	9,000	1 school did not submit letter of intent

SEF and other sources/donations

	Phys			nancial	Remarks
PAPS	Target	Actual	Target	Actual	

ISSUES AND CONCERNS BASED FROM ALL DATA ANALYSIS

Issues/Concerns	Recommendations

Enclosure 3. Technical Assistance Form 1: Identified of issues/concerns or Hindering Factors

Issues/ concerns	Lindaria - Ft/	C-1		
issues/ concerns	Hindering Factors/	Categories/ Areas of Indicators (Access, Quality / Relevance, Governance)	Possible Solution	Technical Assistance Pro

For questions in completing this form, please channel it to the SMM&E section

Enclosure 4. Form 2: Intervention/ Technical Assistance Plan

Issues/ concerns/ Hindering Factors	Technical Assistance Programs/ Activities	Objectives	Physical Target	Financial Target	Target date of implementation	Persons Inv
Provision of Access						
Quality and relevance						
Management of education or						
Governance						

Submitted b	oy:		

For questions in completing this form, please channel it to the SMM&E section

Enclosure 5. Form 3: Quarterly/annual Completion Report

A. Accomplishment Report

Technical Assistance Program/activities	Physical Accomplis	shment	Financial Accompli	ishment	Facilitating Factor/s	Lesson/s Learned
(Based from the Intervention/TA Plan	Target	Actual	Target	Actual		
					AAAAAAAA	

Submitted by:	
When the design of the second section is	
or questions in completing this form, please channel it to the SMM&E section	n

Enclosure 6

B. Report on unaccomplished activities/program

Technical Assistance Program/activities	Expected Out	put	Hindering Factors	Recommendation/Suggestion
(Based from the Intervention/TA Plan	Physical	Financial		
·				

Submitted by:

For questions in completing this form, please channel it to the SMM&E section

Enclosure 7

Form 4: Catch Up Plan

Issues/ Concerns	Technical Assistance Programs/activities	Objectives	Physical Target	Financial Target	Target Date of Implementation	Person invo
1. Provision of Access						
ADD						
2. Quality and Relevance						
3. Management of Basic Education /						
Governance						

Submitted by:		

Enclosure 8. PROFESSIONAL DEVELOPMENT / TRAININGS IMPLEMENTED

Focal Person/ Proponent:	
Title of Training:	number of participants:
Objectives of Training:	
Reference: (eg. Deped Order etc.)	

Namesof Participants	Position	School	District
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			Manage
			A AUGUSTA CONTRACTOR OF THE CO
			~