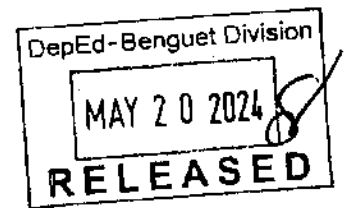




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



May 8, 2024

**DIVISION MEMORANDUM**

No. 178 s. 2024

**Conduct of Program Implementation Review and Recognition and Awarding  
on the Implementation of ADM Program and Dropout Reduction Program of  
the Selected Elementary and Secondary Schools**

To: Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors/ Public Schools District In-charge  
Elementary and Secondary School Heads

1. Per Regional Memoranda No. 260 s. 2023 and No. 284 s. 2023, Program Support Fund for the Implementation of Flexible Learning Options on Alternative Delivery Mode (ADM) were downloaded for the utilization of the Schools in the Schools Division Offices of Benguet.
2. Relative to the above directive, the Schools Division of Benguet issued Memorandum No. 435 s. 2023 that implemented a Division Orientation and workshop on the implementation of Alternative Delivery Modalities was conducted to selected Elementary and Secondary Schools on November 17-19, 2023, at Bella Vista Resort, Anguillan, La Union. Outputs of said orientation and workshop are the school heads' action plans on the school implementation of Alternative Delivery Mode program vis-a-vis the ADM Program Support Fund.
3. To validate the implementation of the Schools' Action Plans and the utilization of the downloaded ADM Program Support Fund, Program Implementation Review shall be conducted. Each District shall conduct a District Review and Evaluation in the districts starting May 20-24, 2024. The top 3 Best school ADM implementers in the district level shall be determined/recognized for Elementary and Secondary category. The top 2 from each category (top 2 Elem. & top 2 Sec) shall be submitted to the Schools Division Office on or before May 30, 2024 for review and validation by the Division Review Committee on or before June 3-5, 2024 to determine the top 5 Best ADM Implementers of each category, Elementary and Secondary.



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Enclosure are the ff; 1. Program Implementation Review

Activity Matrix 2. Accomplishment Report Guide and Format 3. ADM Proposal Guide/Format 4. Review & Evaluation Form-ADM

4. Recognition and awarding shall follow on June 14, 2024 at 8:00AM at the SDO Adivay Hall. The top 5 best implementers in the Division level shall be awarded Certificates of Recognitions and the top 3 shall receive a prize of 1 unit printer each.
5. The top 3 best implementers per category shall prepare a 10-15 minute Audio-video presentation showing a brief documentation of best practices in the school's ADM implementation. Viewing of these AVPs shall be part of the Recognition and Awarding Ceremonies.
6. Participants to recognition and awarding are the school heads of the top 5 winners, PSDSs/PSDIs and the Division Review and Evaluation Committee members.
7. Attendance of all the participants to the recognition and awarding shall be on Official Business. Travel expenses incurred by the participants maybe charged to available school/local funds while morning snacks and lunch shall be served, charged to FLO ADM Program Support Fund subject to the usual auditing and accounting rules and regulations.
8. Immediate and widest dissemination and compliance with this memorandum is directed.

**SALLY L. BANAKEN - ULLALIM CESO V**  
School Division Superintendent

Enclosures as stated:

CID: rag/fip/wab



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Enclosure No. 01 to DM no. 178 s. 2024

**Program Implementation Review and Recognition and Awarding on the  
Implementation of ADM and Dropout Reduction Program of the Selected  
Elementary and Secondary Schools**

**Program Implementation Review  
Activity Matrix**

<b>Date</b>	<b>Activity</b>	<b>Persons involved</b>	<b>Venue</b>	<b>Budget requirement</b>
June 3-5	Division Review/Evaluation and Validation	Division Review and Validation Committee	SDO Red room/Adivay Hall	16,354.00
June 14	Recognition and Awarding	Division Review and Awards Committee	SDO Adivay Hall	108,000.00



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Enclosure No. 02 to DM no. 178 s. 2024

**School ADM Implementation**  
**Accomplishment Report Guide/Format**

An outstanding completion report for an intervention should include comprehensive details and analysis to effectively convey the impact and outcomes of the intervention. Here are the key components that should be included:

- I. Introduction:** Provide a brief overview of the intervention, including its objectives, target population, and duration. State the purpose of the completion report and outline the structure of the document.
- II. Background and Context:** Describe the background and context that necessitated the intervention. Explain the rationale behind the intervention, including any research findings, needs assessments, or data analysis that informed its design.
- III. Intervention Activities:** Detail the activities and strategies implemented as part of the intervention. Include information on the timeline, resources utilized, and any modifications made during the implementation process.
- IV. Participant Engagement:** Describe how participants were recruited and engaged in the intervention. Highlight any challenges faced in reaching and involving the target population and how they were addressed.
- V. Outcomes and Results:** Present the results of the intervention, focusing on both quantitative and qualitative data. Provide statistical analysis, if applicable, to demonstrate the effectiveness of the intervention in achieving its objectives. Include testimonials or feedback from participants to provide additional insights into the impact of the intervention.
- VI. Lessons Learned:** Reflect on the strengths and weaknesses of the intervention. Discuss any unexpected challenges encountered during implementation and how they were overcome. Identify lessons learned and best practices that can inform future interventions or similar initiatives.
- VII. Sustainability and Future Recommendations:** Assess the sustainability of the intervention and its potential for long-term impact. Recommend strategies for sustaining the positive outcomes achieved and addressing any ongoing challenges. Provide suggestions for future interventions or areas for further research based on the findings and experiences gained.
- VIII. Conclusion:** Summarize the key findings and achievements of the intervention. Emphasize the significance of the intervention's impact and its contributions to addressing the identified need or problem. Conclude with a call to action or a statement of commitment to continue supporting



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similar initiatives in the future. Appendices: Include any supplementary materials such as survey instruments, data tables, or supporting documentation referenced in the report. By incorporating these components, an outstanding completion report for an intervention will effectively document the process, outcomes, and learnings of the intervention, providing valuable insights for stakeholders and informing future efforts in the field.



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## **I. INTRODUCTION AND JUSTIFICATION - (Background and Rationale)**

Explain what needs or problems you are planning to solve and why these needs or problems are worth solving. Provide a brief setting and history behind the project. Include the status of the school/situation supported by data (current or previous records of absences/ cutting classes/repeaters/failures/tardiness, anecdotal profile/records of undesirable behavior/manifestations, non-compliance to requirements, etc.), that motivated you to conduct an innovation/intervention project.

## **II. GOAL AND OBJECTIVES**

- State explicitly the goals and objectives to be achieved.
- Specific objectives: prepare at least three specific objectives.

## **III. PROJECT TARGET AND BENEFICIARIES**

-What is the target of the project/expected outcome as to the improvement of performance of the beneficiaries? Who are the beneficiaries? how many? grade levels? why are they chosen as your beneficiaries? It presents the specific group of target recipients.

Example:

Project Target: At the end of the intervention/innovation project, the overall performance of the target learner beneficiaries/recipients(specify type/s of targets) shall improve by 100%

Project Beneficiaries: The beneficiaries of this project are the identified student at risk of dropping out.

## **IV. PROJECT DESCRIPTION (strengths and innovation) 1-2 pages**

- Details of the intervention/innovative strategies or activities you are introducing under the appropriate ADM being implemented (From the chosen ADM/ADMs you are implementing, what innovative strategies are you introducing), How the project objectives will be achieved.
- It starts with a description of the over-all approach.
- It reflects creativity and originality.
- It points out the intervention and innovation being introduced, it discusses the similarities and differences from the existing strategies, practices, or activities. It includes the participation/performances to be acquired by the beneficiaries.

Activities[Tasks r Activi	Resources Needed	Cost			Fund Source		
		Quantity	Unit Cost	Cost	MOOE	PTA	Others
<b>A. Start-up Phase/Activities</b>							
<b>Note: Copy the activities from the Project Implementation Plan</b>							
<b>B. Implementation Phase/Activities</b>							
<b>Write the details of the Methodology used: Strategies, mechanics, processes to attain goals and objectives.</b>							
<b>C. Completion Phase/Activities</b>							
<b>- Copy the activities from the Project Implementation Plan</b>							
<b>Total</b>							

**V. PROJECT IMPLEMENTATION PLAN INSTRUCTIONAL DESIGN**

(1-2 pages)

Activities/Tasks per Activity (Sample Activities)	Individual/ Group Responsible	MOVs	Time Frame (Specific Dates
<b>A. Start-up Phase/Activities</b>			
1.			
2.			
3. and so on, it depends on our activities			
<b>B. 1 Implementation Phase/Activities</b>			
(include step by step activities of interventions/innovations)			
<b>C. Completion Phase/Activities</b>			
(Copy activities from Action Plan)			

**VI. Budget Estimate (Note: 1-2 pages)**  
(copy from/refer to the PIP/PPMP/WFP/ADM  
Action Plan)





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**VII. MONITORING AND EVALUATION**

**Project Objective: (Sample)** At the end of the project, 20 Grade 11 student beneficiaries shall be able to achieve very satisfactory performance in their academic and technical-vocational competencies.

(Copy the activities from the PIP/ ADM Action Plan)

Activities/Tasks per Activity	Physical Targets			Time Targets		
	Target	Actual Result	Percent Accomplished	Target date of Monitorin	Actual Date of Monitorin	Remarks
A. Start-up Phase/Activities		To be filled u	filled u		To be filled u	
Note: Copy activities from the Project Implementation Plan		after the implementat ion	after the implemen tation		after the implement ation	
B. Implementation Phase/Activities						
C. Completion Phase/Activities						



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Enclosure No. 04 to DM no. 178 s. 2024

**SDO BENGUET REVIEW FORM FOR ADM PROGRAM**

**Information:**

Name of School: \_\_\_\_\_ District : \_\_\_\_\_ Date of Review: \_\_\_\_\_

Name/s of Proponents: \_\_\_\_\_

ADM Program: \_\_\_\_\_

Implementation Period: \_\_\_\_\_

Level: \_\_\_\_\_ Elementary \_\_\_\_\_ Secondary

**Assessment Notes**

**FORMATTING**

**A. Write Up- Executive Summary**

Area/s	Observations		Remarks
	Evident	Not Evident	
Format: <ul style="list-style-type: none"> <li>• File Format- PDF</li> <li>• Paper Size- A4</li> <li>• Spacing-Single-spaced</li> <li>• Font style- Bookman Old Style</li> <li>• Font size- 11</li> <li>• Header and Footer- Official School/Division Header and Footer</li> </ul>			
No. of Words: not more than 500			
Content: <ul style="list-style-type: none"> <li>• Title</li> <li>• Description</li> <li>• Objectives</li> <li>• Methodology</li> <li>• Results/Output</li> </ul>			
Process: with Endorsement from DREC (District/Division)			

**B. AVP (Requirement only for the top 2 Best School Implementers adjudged at district Level to be submitted to the SDO for review and validation)**

Area/s	Observations		Remarks
	Evident	Not Evident	
AVP for 10-15 Minutes			
<b>A. Technical Requirements:</b>			
At least HD 720p (1280X 720 pixels)			
Saved in MP4 Format.			
Introduction of 10 seconds.			
Clear narrations (free from any noise)			
Transitions are smooth & appropriate. Avoid flashy transitions (fade in, fade out transition is recommended)			
Texts/captions are appropriate. Avoid long blocks of text.			
Music/sounds used are not copyrighted			
No use of a text-to-speech voice feature			
May use overlays, green screens, sound and video fixes, storytelling, vlogging, and other elements and techniques for effective presentation.			
<b>B. Content:</b>			



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Brief but concise presentation of the project			
Made Simple, clear and logical			
Data-based indicators and results are clearly presented clear with meaningful impact			

**CRITERIA AND SCORING**

CRITERIA	PTS	RUBRICS	SCORE
<p><b>RATIONALE</b>                      Reflects- ADM Program                      - reflects the actual needs                      (identification of gaps/situational analysis-                      -based on facts/ data-driven                      *(use of tools/forms, ex. SARDO Forms, FICS)</p>	15	<ul style="list-style-type: none"> <li>• <b>Excellent (13-15)</b>- The rationale is highly reflective of the Alternative Delivery Mode Program, accurately identifies needs through a detailed situational analysis, and is strongly supported by facts and data.</li> <li>• <b>Good (10-12)</b>- The rationale reflects the Alternative Delivery Mode Program well, identifies needs with some detail, and is generally supported by facts and data.</li> <li>• <b>Fair (7-9)</b>- The rationale shows partial alignment with the Alternative Delivery Mode Program, identifies some needs, and uses some facts and data.</li> <li>• <b>Poor (4-5)</b>- The rationale minimally reflects the Alternative Delivery Mode Program, poorly identifies needs, and has limited support from facts and data.</li> <li>• <b>Very Poor (0-3)</b>- The rationale does not reflect the Alternative Delivery Mode Program, does not identify needs, and is not supported by facts or data.</li> </ul>	
<p><b>OBJECTIVES</b>                      The objectives are specific, measurable, attainable, results-oriented and time bounded - Doabla</p>	5	<ul style="list-style-type: none"> <li>• <b>Excellent (4.5-5)</b>- The objectives are highly specific, measurable, attainable, results-oriented, and time-bounded.</li> <li>• <b>Good (3.5-4)</b>- The objectives are generally specific, measurable, attainable, results-oriented, and time-bounded, with minor gaps.</li> <li>• <b>Fair (2.5-3)</b>- The objectives meet some criteria for being specific, measurable, attainable, results-oriented, and time-bounded, but have notable gaps.</li> <li>• <b>Poor (1.5-2)</b>-The objectives poorly meet the criteria, with significant gaps in specificity, measurability, attainability, results-oriented, and time-boundedness.</li> <li>• <b>Very Poor (0-1)</b>- The objectives do not meet the criteria for being specific, measurable, attainable, results-oriented, or time-bounded.</li> </ul>	
<p><b>METHODOLOGY</b>                      -processes and procedures are properly aligned with objectives.                      -responsiveness to the problem/identified needs or effective in addressing needs                      -efficient and cost-effective                      -implemented as planned.</p>	15	<ul style="list-style-type: none"> <li>• <b>Excellent (13-15)</b>- The methodology is fully aligned with objectives, highly responsive to needs, efficient, cost-effective, and implemented exactly as planned.</li> <li>• <b>Good (10-12)</b>- The methodology is generally aligned with objectives, responsive to needs, reasonably efficient and cost-effective, and mostly implemented as planned.</li> <li>• <b>Fair (7-9)</b>- The methodology shows partial alignment with objectives, some responsiveness to needs, moderate efficiency and cost-effectiveness, and some deviations in implementation.</li> <li>• <b>Poor (4-6)</b>- The methodology has minimal alignment with objectives, limited responsiveness to needs, low efficiency and cost-effectiveness, and significant deviations in implementation.</li> </ul>	



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- **Very Poor (0-3)**- The methodology is not aligned with objectives, unresponsive to needs, inefficient, not cost-effective, and poorly implemented.

**MEANS OF VERIFICATIONS/MOVs:** Show authentic/tangible documents supported by authentic pictorial with captions

<p><b>a. M&amp;E</b>            -with M &amp; E Plan            -presence of M&amp;E/progress Reports</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• <b>Excellent (5)</b>- Comprehensive M&amp;E plan and detailed, regular M&amp;E or progress reports are available.</li> <li>• <b>Good (3-4)</b>- Present M&amp;E plan with minor gaps and M&amp;E or progress reports that are available but either not regular or lack some detail.</li> <li>• <b>Fair (1-2)</b>- Basic or incomplete M&amp;E plan and minimal M&amp;E or progress reports.</li> <li>• <b>Poor (0)</b>- No M&amp;E plan and no M&amp;E or progress reports.</li> </ul>
<p><b>b. ADVOCACIES CONDUCTED</b>            -presence of Advocacy Plan            -involvement of school stakeholders, internal &amp; external            -presence of documents &amp; pictorials during advocacy</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• <b>Excellent (5)</b>- Comprehensive advocacy plan, high involvement of stakeholders, and complete documents and pictorials.</li> <li>• <b>Good (3.5-4.5)</b>- Present advocacy plan with some details, moderate involvement of stakeholders, and some documents and pictorials.</li> <li>• <b>Fair (2-3)</b>- Basic advocacy plan, minimal involvement of stakeholders, and few documents and pictorials.</li> <li>• <b>Poor (0-1.5)</b>- No advocacy plan, little to no involvement of stakeholders, and no documents or pictorials.</li> </ul>
<p><b>c. Financial Report(ADM PSF)</b>            -Liquidation report            -Utilization of Budget</p>	<p>10</p>	<ul style="list-style-type: none"> <li>• <b>Excellent (9-10)</b>- Comprehensive and accurate liquidation report with 90-100% budget utilization.</li> <li>• <b>Very Good (7-8)</b>- Detailed liquidation report with minor errors and 80-89% budget utilization.</li> <li>• <b>Good (5-6)</b>- Liquidation report with several errors and 70-79% budget utilization.</li> <li>• <b>Fair (3-4)</b>- Incomplete or late liquidation report with 60-69% budget utilization.</li> <li>• <b>Poor (1-2)</b>- Poor quality liquidation report with 50-59% budget utilization.</li> <li>• <b>Very Poor (0)</b>- No liquidation report and less than 50% budget utilization.</li> </ul>
<p><b>OUTPUTS/RESULTS</b>            - % Actual vs Targets            Accomplishments (physical &amp; Financial)</p>	<p>30</p>	<ul style="list-style-type: none"> <li>• <b>Excellent (27-30)</b>- 90-100% of both physical and financial targets were accomplished.</li> <li>• <b>Very Good (21-26)</b>- 80-89% of both physical and financial targets were accomplished.</li> <li>• <b>Good (15-20)</b>- 70-79% of both physical and financial targets were accomplished.</li> <li>• <b>Fair (9-14)</b>- 60-69% of both physical and financial targets were accomplished.</li> <li>• <b>Poor (3-8)</b>- 50-59% of both physical and financial targets were accomplished.</li> <li>• <b>Very Poor (0-2)</b>- Less than 50% of both physical and financial targets were accomplished.</li> </ul>
<p><b>ACCOUNTABILITY AND CONTINUOUS IMPROVEMENT</b>            -M&amp;E reports indicate that all identified objectives, tasks, or</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• <b>Excellent (13-15)</b>- M&amp;E reports indicate that all objectives, tasks, and activities were accomplished, resulting in significant process improvement.</li> </ul>



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activities in the methodology/procedure were accomplished resulting in the improvement of the process

- **Good (10-12)**- M&E reports indicate that most objectives, tasks, and activities were accomplished, resulting in some process improvement.
- **Fair (7-9)**- M&E reports indicate partial accomplishment of objectives, tasks, and activities, resulting in minimal process improvement.
- **Poor (4-6)**- M&E reports indicate few objectives, tasks, and activities were accomplished, resulting in little to no process improvement.
- **Very Poor (0-3)**-M&E reports indicate that no objectives, tasks, or activities were accomplished, resulting in no process improvement or a deterioration in the process.

**TOTAL** **100**

**Recommendations:**

*Provisions of TA: Check ( / ) all that is applicable*

Knowledge Sharing	Capacity Building	Group and Work Management
<input type="checkbox"/> Issuance of Memo <input type="checkbox"/> Conference <input type="checkbox"/> Referral, Orientation, Advocacy	<input type="checkbox"/> Training <input type="checkbox"/> Coaching and Mentoring <input type="checkbox"/> Others (Specify)	<input type="checkbox"/> Meetings <input type="checkbox"/> Group Discussions <input type="checkbox"/> Workshops <input type="checkbox"/> Others (specify)
Others:		

**Agreements/Findings:**

\_\_\_\_\_ for Endorsement \_\_\_\_\_ to complete and submit lacking documents on \_\_\_\_\_ for follow-up/visit/validation

**NAME AND SIGNATURE OF EVALUATOR/TA PROVIDER:**

\_\_\_\_\_  
 \_\_\_\_\_

sgod/smme