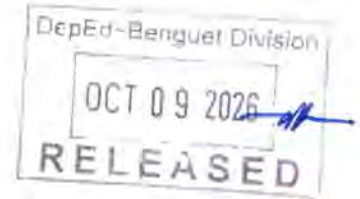




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



09 October 2026

DIVISION MEMORANDUM
No. 425, s. 2026

**IMPLEMENTATION OF THE AGREED POLICY DURING THE THIRD (3rd) QUARTER
DIVISION PROGRAM IMPLEMENTATION REVIEW
AND PLAN ADJUSTMENT (PIRPA)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To enhance the efficiency and effectiveness of program implementation across the Schools Division Office and ensure the optimal utilization of resources, all offices and program owners are hereby directed to adopt measures that will improve activity planning, coordination, participant management, fund utilization, and monitoring and evaluation.

2. These initiatives aim to address scheduling conflicts, maximize stakeholder participation, strengthen accountability in resource management, and support evidence-based decision-making for continuous improvement of programs and projects.

3. In line with organizational performance and continuous improvement efforts, the following actions shall be implemented:

A. All program owners shall regularly update the Division and School Calendar of Activities, indicating the target participants, schedule, venue, and other relevant details. This measure aims to prevent overlapping activities, maximize participation, and improve coordination among offices and schools.

B. Program owners and concerned offices shall closely monitor the implementation and utilization of the Human Resource Development (HRD) Fund amounting to ₱6.7 million and other program resources. Regular tracking shall be conducted to ensure the timely execution of activities and the achievement of intended outputs and outcomes.

C. A systematic notification process shall be established for activities that are postponed, canceled, or rescheduled. Program owners shall promptly inform concerned offices and participants to facilitate the efficient reallocation of venues, resources, and schedules, thereby minimizing disruptions and resource wastage.

D. All offices are encouraged to adopt online registration platforms and maintain regularly updated participant databases. This initiative aims to minimize the issuance of corrigenda, facilitate participant substitutions when necessary, and improve the overall management of training and development activities.

E. Program owners shall implement post-activity monitoring and assessment mechanisms to determine the effectiveness of curriculum-related training programs, assess the application of learning in the workplace, and identify areas requiring further technical assistance and capacity-building interventions.

3. All concerned offices and personnel are expected to comply with these directives and integrate the above measures into their planning, implementation, and monitoring processes. Progress and accomplishments shall be reported during Program Implementation Review and other relevant management meetings.
4. This Memorandum shall take effect immediately and shall remain in force until otherwise amended or revoked.
5. For information, guidance, and strict compliance.

CARMEL F. MERIS

OIC – Office of the Schools Division
Superintendent

For the OIC-Schools Division, Superintendent

sgd

NOVER KEITHLEY S. MENTE

OIC-Assistant Schools Division
Superintendent