



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

25 NOV 2025

DIVISION MEMORANDUM

No. 631, s. 2025

**FOURTH QUARTER SCHOOL
 PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT
 (SPIRPA)**

To: Asst. Schools Division Superintendent
 Chief Education Supervisor (CES)/OIC - CES
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary, Secondary and Integrated School Heads
 District SPIRPA Coordinators
 All Others Concerned

1. In adherence to DepEd Order No. 029, s. 2022 titled **Adoption of the Basic Education Monitoring and Evaluation Framework** and Regional Memorandum No. 216, s. 2025 titled **Quarterly Program Implementation Review and Performance Assessment for the Regional Office and Schools Division Offices for Fiscal Year 2025**, all elementary, secondary, and integrated school heads are directed to conduct their **Fourth Quarter SPIRPA** activities on the following schedule:

Date/ Time	Activity	Participants
December 3-9, 2025/ 3:30-5:00 PM	Pre-Work Activities by school	School PIRPA Team
December 10, 2025/ 3:30-5:00 PM	District Validation of Accomplishments	School Heads and District PIRPA Team
December 11, 2025/ 3:30-5:00 PM	School PIRPA Proper Reporting	School PIRPA Team, District PIRPA Team Representative, other school personnel & external stakeholders

2. This activity aims to present the:
 - a. status of performance indicators and accomplishments for the quarter; and
 - b. issues/concerns and the reasons for the underachievement/overachievement of PPA implementation captured through the Bottlenecks, Lags, Issues, and Concerns (BLICs).
3. All schools shall conduct a school PIRPA to examine the progress of the plans in terms of physical implementation, schedule, and financial performance. This will review whether the targeted outputs were delivered as scheduled and whether the proposed funding was executed as planned. The conduct of the school PIRPA and validation of accomplishments shall be monitored and participated in by the **Education Program Supervisors, Public Schools District Supervisors, and other division office personnel.**

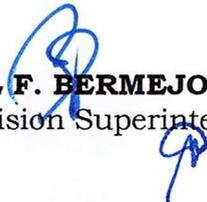


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4. Attached are the Key Performance Indicators to be gathered for the **fourth** quarter of 2025 (October to December 2025), validation checklist, Monitoring & Evaluation (M&E) tool and the templates to be used for your guidance. **Cut-off date for the data to be collected is December 5, 2025.**
5. Expenses incurred relative to the conduct of the above activity shall be charged against the School MOOE Funds subject to the usual accounting and auditing rules and regulations.
6. For more information, contact the School Management, Monitoring and Evaluation (SMME) Section through email at ronald.dile001@deped.gov.ph or mobile number 09209831298.
7. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION
LEARNERS
SCHOOLS

PERFORMANCE
REVIEW

ASSESSMENT
PROGRAM



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Enclosure No. 1 to Division Memorandum 631, s. 2025

**FOURTH QUARTER
 PERFORMANCE INDICATORS**

(Performance Indicators shall be segmented by grade level, gender, subject area)

ACCESS

No.	PERFORMANCE INDICATOR
1	Total No. of SARDO/PARDO

QUALITY

No.	PERFORMANCE INDICATOR
1	Percentage of Passing by Subject Area in Quarterly Academic Assessment (Based On SF9 of Form 138)
2	No. of Least Learned Competencies Based on Quarterly Test Item Analysis in all Subject Areas
3	Reading non-readers (English)
4	Reading non-readers (Filipino)
5	No. of non-numerates
6	No. of Learners w/ failing grades
7	No. of Instructional Supervision Conducted by School Head
8	No. of Teachers Attended LAC Session
9	No. of Teachers Attended INSET
10	No. of Teachers Attended Other Training
11	No. of Teachers Provided with Technical Assistance on Curriculum Management and Implementation
12	Percentage of Learners Provided with Learning Resources
13	No. of School Awards (Students, Teachers, SHs)
14	No. of ARAL Program Beneficiaries
15	Number of ARAL Program Tutors

EQUITY

No.	PERFORMANCE INDICATOR
1	No. of Learners Benefiting from "School the Based Feeding Program"

RESILIENCY & WELL-BEING

No.	PERFORMANCE INDICATOR
1	No. of Bullying and Child Abuse Cases are Acted Upon
2	Client Satisfaction Rating for the quarter
3	No. of Learners Equipped with Capacities on what to do before, during, and after A Disaster/Emergency



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631

Enclosure No. 3 to Division Memorandum _____, s. 2025

**MONITORING AND EVALUATION (M&E) TOOL FOR THE CONDUCT OF
 QUARTERLY SCHOOL PIRPA CONFERENCE**

Name of School: _____

District: _____

Date on the conduct of SPIRPA: _____

Time Monitored: _____

INDICATORS	STRONGLY OBSERVED	OBSERVED	NOT OBSERVED	REMARKS
A. SCHOOL PIRPA Preparation				
The School Head & PIRPA Team...				
1. gathered and consolidated the SPIRPA reports with MOVs				
2. prepared SPIRPA dashboard				
3. broke down KPIs into sub-KPIs				
4. selected three (3) prioritized KPIs				
5. prioritized / segmented the KPIs				
6. characterized the Prioritized KPIs				
7. validated the gathered data				
8. proposed appropriate interventions				
9. identified the TA needed and from whom				
10. sent communication letters/ informed the expected stakeholders or participants regarding the conduct and schedule of the SPIRPA Conference				
B. SCHOOL PIRPA Proper				
B.a. The School Head presented the...				
11. purpose of SPIRPA				
12. leading indicators for the quarter through a dashboard				
13. three (3) prioritized KPIs				
14. segmentation and characterization per prioritized KPIs				
15. proposed interventions for each prioritized KPIs				
16. TA needs and from whom				
17. accomplishment reports (quarterly, issues encountered, hindering and facilitating factors)				
B.b. The Participants...				
18. participated actively in the discussion				
19. arrived at the venue on time and left after the conduct of the session/activity				
B.c. 20. Observed by the monitoring team				
C. POST SCHOOL PIRPA				
The School and SCHOOL PIRPA Team...				
21. adjusted AIP/ LCP based on SPIRPA results				
22. finalized the Minutes and Attendance sheets with pictures and other MOVs				

Monitored by: _____
 Name and Signature

Conformed by: _____
 School Head

Noted: _____



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Public Schools District Supervisor

Enclosure No. 4 to Division Memorandum 631, s. 2025

QUARTERLY ACCOMPLISHMENT TEMPLATE

1. **STATUS OF PERFORMANCE INDICATORS / ANALYSIS OF KPIS** per quarter (in graphical, tabular, and textual PowerPoint Presentation for easy understanding in the delivery of data elements) (for SPIRPA only)
2. **PRIORITIES, CHARACTERIZATION, PROPOSED INTERVENTION AND DATE OF IMPLEMENTATION AND TA NEEDED** (for SPIRPA only)

Prioritized KPI No. 1/2/3	Priorities	Curriculum Support System	Characterization	Proposed Intervention	Date of Implementation	TA Needed	From Whom? & Date

3. SUMMARY OF ACCOMPLISHMENT

KRA/ Pillar	Physical			Financial		
	# of Target Activities (Based on Year 1 Annual WFP)	# of Actual Accomplishments	% of Accomplishments	Amount to be Utilized (Based on Year 1 Annual WFP)	Actual Amount Utilized	% of Utilization
Access						
Equity						
Quality						
Resiliency & Well-Being						
Governance						
Total						

4. SUMMARY OF ACCOMPLISHED ACTIVITIES

KRA/ Pillar	Objectives	Target (Based on Year 1 Annual WFP)	Accomplished Activities	Actual Accomplishment	Facilitating Factors
Access	<u>SO</u>				
Equity					





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Quality					
Resiliency & Well-Being					
Governance					

5. SUMMARY OF UNACCOMPLISHED ACTIVITIES

KRA/ Pillar	Objectives	Target (Based on Year 1 Annual WFP)	Planned Activities (Based on Year 1 Annual WFP)	Actual Accomplishment	Issues	Hindering Factors	Action/s to be Taken
Access	<u>SO</u>						
Equity							
Quality							
Resiliency & Well-Being							
Governance							

6. Financial Report (for SPIRPA only)

Source of Fund	Amount to be Utilized	Actual Amount Utilized	%of Utilization
1. MOOE			
2. PTA			
3. Alumni			
4. Barangay			
5. SEF			
6. Others (Donated)			
Total			

