



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



July 4, 2024

DIVISION MEMORANDUM

No. 258, s. 2024

COMPOSITION OF SDO PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT (PIRPA)

TO: All Schools Division Office Personnel
All Field Personnel
This Division

Relative to the composition of Schools Division Office Program Implementation Review and Performance Assessment, is hereby constituted as follows:

Chairman	ROSALIO B. CONTURNO JR. ASDS
Vice-Chairman	JESSE P. SAMANIEGO EPS-MAPEH
Members	RANDYL A. GERAGA Budget Officer
	MARIE ANTOINETTE F. NAZARETH Planning Officer
	ANA RIVA E. LANAT Accountant III
	LUISIANO S. MURRO JR. SEPS-SMME
	NEIL NONATO F. SEBASTIAN EPS II-SMME
Secretariat	JANINE Z. TUBIO AO II
TWG	JOSE MARI M. APILAN ITO

This memorandum shall take effect immediately. Attached is the Terms of Reference of the committee.

For information, guidance, and compliance.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



Program Implementation Review and Performance Assessment

<i>PIRPA Composition</i>	<i>Terms of Reference</i>
1. Chairperson (ASDS)	<ul style="list-style-type: none"> • Oversee the conduct of the bi-annual performance implementation review and performance assessment. • Spearhead the performance planning and committee meeting. • Report to the SDS the offshoot of the meeting and performance output.
EPS Samaniego	<ul style="list-style-type: none"> • Assist the Chairperson in the planning, oversight, and coordination of the committee • Assume the responsibility of the Chairperson in his absence.
Budget Officer	<ul style="list-style-type: none"> • Allocate funds for the conduct of performance activity • Upload performance activities in the PMIS • Prepare proposals relative to all PIRPA activities
Planning Officer	<ul style="list-style-type: none"> • Generate data of all SDO PPAs • Prepare an Analysis Report on the generated SDO PPAs
SMME (SEPS and EPS II)	<ul style="list-style-type: none"> • Prepare monitoring tools • Prepare an accomplishment report and provide the status of the implementation of the PPAs. • Assess the PIRPA activities
Accountant	<ul style="list-style-type: none"> • Prepare Disbursement of Funds for PIRPA Activities • Prepare liquidation report
Secretariat	<ul style="list-style-type: none"> • Prepare minutes of meetings, attendance of the committee, and report to the Chairperson.
ITO	<ul style="list-style-type: none"> • TWG on logistics and other office equipment for committee meetings • Provide technical expertise to the Chairperson and other members of the committee.