



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division
Superintendent

21 July 2026

DIVISION MEMORANDUM

No. 364, s. 2026

CONDUCT OF THE PROGRAM IMPLEMENTATION REVIEW (PIR) OF THE DIVISION AND SCHOOL MASTER PLAN FOR PROFESSIONAL DEVELOPMENT (D-MPPD/S-MPPD) CUM TECHNICAL ASSISTANCE WORKSHOP ON THE SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY ASSESSMENT TOOL AND RE-ORIENTATION ON THE CHILD-FRIENDLY SCHOOL SYSTEM (CFSS)

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

1. Pursuant to the Department of Education's commitment to ensuring the continuous improvement of professional development programs and strengthening school governance and learner-centered practices, the Schools Division Office of Dapitan City shall conduct the **Program Implementation Review (PIR) of the Division and School Master Plan for Professional Development (D-MPPD/S-MPPD) Cum Technical Assistance Workshop on the School Governance Council (SGC) Functionality Assessment Tool and Re-orientation on the Child-Friendly School System (CFSS)** on **July 28, 29, and 31, 2026**, at **Monina's Pension, Sunset Boulevard, Dapitan City**, and in the different designated venues during the break-out sessions.
2. The Program Implementation Review (PIR) serves as an essential mechanism for evaluating the implementation of the Division and School Master Plans for Professional Development. It provides an opportunity to assess accomplishments, determine the extent of target attainment, identify implementation gaps and best practices, and formulate evidence-based recommendations that will enhance the quality, relevance, and sustainability of professional development initiatives. The results of the PIR shall serve as inputs in refining future professional development plans and ensuring that learning and development interventions remain responsive to the evolving needs of teachers and school leaders.
3. The Technical Assistance Workshop aims to strengthen the capacity of school heads in conducting the **School Governance Council (SGC) Functionality Assessment** by providing guidance on the proper interpretation of the assessment indicators,



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gathering of means of verification, and preparation of appropriate improvement plans. Likewise, the re-orientation on the **Child-Friendly School System (CFSS)** seeks to reinforce schools' understanding of the principles, standards, and indicators of a child-friendly learning environment to ensure that schools remain safe, inclusive, healthy, protective, and conducive to quality learning for all learners.

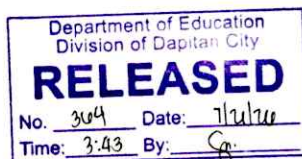
4. The activity aims to:
 - a. review the implementation and accomplishments of the Division and School Master Plans for Professional Development;
 - b. identify implementation issues, challenges, best practices, and lessons learned;
 - c. formulate recommendations and enhancement strategies for the succeeding implementation period;
 - d. provide technical assistance on the conduct and documentation of the School Governance Council (SGC) Functionality Assessment;
 - e. re-orient school heads on the standards and implementation of the Child-Friendly School System (CFSS); and
 - f. ensure that schools are adequately prepared for the implementation of both the SGC Functionality Assessment and CFSS initiatives.
4. Participants to this activity are the Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Principals In-charge of Districts, School Heads, select Administrative Officer II and other personnel concerned.
5. School Heads are expected to prepare and bring the accomplished Program Implementation Review (PIR) Report of their respective School Master Plan for Professional Development using the prescribed template attached as *Annex A*. The report shall serve as the primary reference during the review, presentation, and technical assistance sessions. Each school head shall be given 10 minutes to present the report through Power Point slide decks. The Curriculum Implementation Division (CID) shall also present the PIR Report.
6. The PSDSs, PICDs, and EPSs shall facilitate the conduct of the Program Implementation Review (PIR) in their respective district breakout sessions.
7. For the School Governance Council Functionality Assessment, school heads are advised to review and familiarize themselves with the User Guide for the SGC Functionality Assessment, which may be accessed through the following link: Elem SGC User Guide: tinyurl.com/DMSGCES. School heads are requested to print the user guide and bring sample copies of MOVs for uploading.
8. The following documents are attached for guidance and compliance:
Annex A – Program Implementation Review (PIR) Report Template for the School Master Plan for Professional Development
Annex B – Program of Activities with Break-out Session Assignment



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9. Expenses for meals and snacks of the participants during the activity shall be charged against the Human Resource Development (HRD) Program Support Funds, subject to the usual accounting and auditing rules and regulations. Traveling expenses of the participants shall be charged against the School Maintenance and Other Operating Expenses (MOOE) or other available local funds, subject to the availability of funds and the existing government accounting and auditing rules and regulations.
10. Immediate dissemination of and strict compliance with this Memorandum is directed.


JAY S. MONTEALTO, CESO V
Schools Division Superintendent





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Annex A

Program Implementation Review (PIR) Report

School Master Plan for Professional Development (SMPPD)

SY 2025-2026

I. RATIONALE

(Provide a brief narrative explaining the purpose of the Program Implementation Review (PIR) of the School Master Plan for Professional Development (S-MPPD). Describe the implementation of the plan during the review period by highlighting major accomplishments, challenges encountered, and the extent to which the planned targets were achieved. Conclude with the key recommendations and proposed actions to further improve the implementation of the S-MPPD and strengthen teachers' professional development.)

II. PHYSICAL ACCOMPLISHMENT

(Sample)

Activities/Strategies	Indicators	Target	Schedule	Quantity of Success		Status (Please check)		Reasons for not achieving the Targets	Amount Utilized	Source of Funds
				Actual Count	Percentage of Accomplishment $\frac{\text{Actual Count}}{\text{Target}} \times 100$	Achieved	Not Achieved			
LAC Sessions	No. of LAC Sessions conducted	12	Aug. 2025- March 2026	12/12	100%	✓			P 6,000	MOOE
School-based In-Service Training for Teachers (INSET)	No. of INSET conducted	1	February 6 & 13, 2026	1/1	100%	✓			P 4,800	MOOE
Coaching Sessions	No. of Coachees	3	August 2025- Nov. 2025	3	3/3	✓			-	-

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Mentoring Sessions	No. of Mentees	3	Aug. 2025- Nov. 2025	1	1/1	✓		-	-
Send AO II to Division Training on Asset Management	No. of NTP sent to training/ workshop	1	January- March 2026	0/1	0%		✓	Division training set in the 3rd Quarter of 2026	-

III. ISSUES ENCOUNTERED AND ACTION TAKEN

Issues Encountered	Action Taken

IV. BEST PRACTICES

(Describe the best practices, innovative strategies, and effective approaches adopted during the implementation of the S-MPPD that contributed to the successful achievement of program objectives. Highlight practices that may be sustained, replicated, or scaled up by other schools.)



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Annex B

**PROGRAM IMPLEMENTATION REVIEW (PIR) OF THE DIVISION AND SCHOOL
MASTER PLAN FOR PROFESSIONAL DEVELOPMENT (D-MPPD/S-MPPD) CUM
TECHNICAL ASSISTANCE WORKSHOP ON THE SCHOOL GOVERNANCE COUNCIL
(SGC) FUNCTIONALITY ASSESSMENT AND RE-ORIENTATION ON THE CHILD-
FRIENDLY SCHOOL SYSTEM (CFSS)
July 28,29, 31, 2026**

PROGRAM OF ACTIVITIES

Date	Time	Activity	Venue	Incharge/Facilitators
July 28, 2026	7:30 AM	Registration	Monina's Pension	SEPS M. Torres/ SEPS N. Andag
	8:30 AM	Program	Monina's Pension	SEPS M. Torres/ SEPS N. Andag
	9:00 AM – 11:30 AM	PIR of the Division MPPD	Monina's Pension	CES V.J. Suarez II
	1:00 PM- 4:30 PM	Break-out Sessions (By District)	Different Venues	CES S. Sagapsapan
		Baylimango District	Monina's Pension	Jose C. Overa/ Dr. Bobbie E. Gurabot/ Dr. Marlyn E. Esmade
		Dapitan City Central District	Dapitan City CS	Elsa Q. Aranas/ Dr. Esmeralda A. Bagaipo/ Helen T. Calaguian
		Sulangon Schools District	SDO Conference Hall	Joy I. Cagbabanua/ Dr. Luna Luz B. Racho/ Jerry M. Perong
		Barcelona District	Dapitan City NHS	Rizza A. Daboda/ Ma. Perga A. Cadiente/ Lindo O. Adasa, Jr.
		Potungan District	Dapitan City NHS	Jimmy B. Gahuman/ Dr. Jephone P. Yorong/ Dr. Analisa A. Acaylar
July 29, 2026	8:00 AM – 4:30 PM	Break-out Sessions	Same venues for Break-out Sessions	EPS, PSDS & PICDs
July 31, 2026	8:00 AM – 4:30 PM	Plenary Session	Monina's Pension	SEPS N. Andag