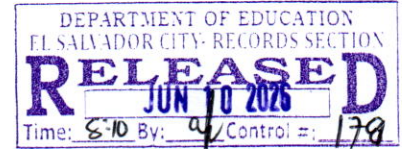




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



June 8, 2026

DIVISION MEMORANDUM
 No. 170, s. 2026

**CONDUCT OF THE 2ND QUARTER PROGRAM IMPLEMENTATION REVIEW
 FOR CALENDAR YEAR 2026**

To: Assistant Schools Division Superintendent
 Division Chiefs
 Curriculum and Implementation Division (CID)
 Schools Governance and Operations Division (SGOD)
 All Section Heads
 All School Heads
 This Division

1. In accordance with the implementation of the enhanced Program Implementation Review (PIR), the schedule and details for the Quarter 2 PIR for schools and Schools Division Office are outlined below:

PIR Level	Date	Venue	Participants
School Level PIR / Data Gathering	June 9-11, 2026 @8:00-5:00pm	Designated School	School workforce
Virtual Consultation with the School Heads	June 11, 2026 @3:00-5:00pm	Online Platform	School Heads Division Focal Persons
Clustered Schools PIR (All Elementary and Secondary)	June 17, 2026 @8:00-5:00pm	(See Enclosure No.1)	School Heads SGOD Personnel CID Personnel
Schools Division Office PIR	June 22, 2026 @9:00-5:00pm	Conference Room, SDO	School Heads SGOD Personnel CID Personnel All Section Heads

2. School Heads are hereby directed to access this link https://bit.ly/PIR_Resources_ELSA2026 for the resource materials and templates.

3. Full attendance is mandatory. However, if the assigned Technical Assistance (TA) Providers are unable to attend the onsite activity due to conflicting official engagements, they are required to participate virtually via the designated cluster



Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.net


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links and submit their comments / technical assistance on the presentations through this link https://bit.ly/PIR_OnlineTA. The prework for the TA providers will be on **June 10, 2026 @ 3:00-5:00pm** at the Division Conference Room, SDO El Salvador City.

4. School Heads must ensure that the following items are done prior to the actual PIR presentation:
 - Uploaded PIR Presentation (pdf) - https://bit.ly/Q2PIR_Schools
 - Completed Data Capture Form - https://bit.ly/Q2PIR_DCF_Schools
5. Please be advised that this activity is non-funded. Consequently, all participants are requested to bring their own food provisions and snacks for the duration of the activity.
6. Attached are the specific roles and responsibilities of the designated participants during the conduct of the Program Implementation Review (PIR). Please see Enclosure No. 2 Specific Roles and Responsibilities of the Participants.
7. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
8. For strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects: PIR 2026
SGOD/smme



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Enclosure No. 1 Clusters of Schools and assigned TA Providers

Role	Cluster 1 (Elementary)	Cluster 2 (Elementary)	Cluster 3 (Secondary)	Cluster 4 (Secondary)
Team Leader	Helen S. Palasan	Sammy S. Tres Reyes	Melanie Fabrea	Marivic S. Torres
Co-Team Leader	Charlotte J. Ytang	Jigger Tomarong	Lindo M. Cayadong	Merogim P. Mugot
Schools	Molugan Central School PSB ES Sambulawan ES Himaya ES Ulaliman ES Amoros ES Taytay ES Badiangon ES	El Salvador City Central School Hinigdaan ES Kalabaylabay IS Cogon ES Kibonbon ES Sinaloc ES SFDA ES Bolisong ES	Cogon National High School - JHS Cogon National High School - SHS Hinigdaan National High Schhol SFDA National High Schhol Kalabaylabay IS - JHS Kalabaylabay IS - SHS	Molugan NHS - JHS Molugan NHS - SHS Sinaloc NHS Himaya NHS Sambulawan NHS El Salvador City NHS - JHS El Salvador City NHS - SHS
TA Providers / Facilitator / Documenter	CID Personnel (TA Providers) 1. Lina C. Bejiga 2. Genevieve E. Lusterio SGOD Personnel (TA Providers) 1. Kevin B. Asequia (Facilitator) 2. Cheriemy D. Generol (Documenter) 3. John Irvin Tagapulot	CID Personnel (TA Providers) 1. Melanie Ligutom 2. Jovit D. Comon SGOD Personnel (TA Providers) 1. Analyn G. Fabria (Facilitator) 2. Jurica Ethel Estrada (Documenter) 3. Cecille Z. Khobuntin 4. Franz Maybelle M. Gaid	CID Personnel (TA Providers) 1. Marie Jade A. Cacayan 2. Vanity Lazaga SGOD Personnel (TA Providers) 1. Maricris P. Quismundo (Facilitator) 2. Esmael V. Malaco 3. Vanessa Prores L. Tiad (Documenter)	CID Personnel (TA Providers) 1. Lorna H. Estosas 2. Roque R. Sabasaje 3. Margie R. Valmoria SGOD Personnel (TA Providers) 1. Marilou Y. Descallar (Facilitator) 2. Rolly B. Labis 3. Carmille V. Gahay (Documenter)
PIR Venue	Molugan Central School	El Salvador City Central School	Cogon National High School	Molugan National High School
Note: If the assigned facilitator or documenter is absent, the designated Technical Assistance (TA) Providers present shall assume full responsibility for these additional duties during the Clustered Program Implementation Review.				



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Enclosure No. 2 Specific Roles and Responsibilities of the Participants

PARTICIPANTS	ROLES AND RESPONSIBILITIES	LINK ASSIGNED
School Heads	<ul style="list-style-type: none">Establish and maintain efficient data gathering procedures to ensure high-quality data collection.Input the necessary data thru the Data Capture Form (DCF). Ensure that all reflected data must be thoroughly verified and true.Upload the finalized PIR presentation as a PDF file to the designated link by the specified deadline.Ensure the official, approved template is utilized for all PIR presentations.	PIR Resources - https://bit.ly/PIR_Resources_ELSA2026 PIR Report Uploading: https://bit.ly/Q2PIR_Schools PIR Data Capture Form: https://bit.ly/Q2PIR_DCF_Schools
PIR Cluster Team Leader	<ul style="list-style-type: none">Lead in the consolidation of the Cluster PIR ReportPresent the Cluster Report during the Division PIR presentOrganize the team to ensure compliance with the PIR Cluster Report	MS Teams Link is accessible thru this link: https://bit.ly/PIR_OnlineTA
PIR Cluster Co-Team Leader	<ul style="list-style-type: none">Assist the PIR Cluster Team Leader in the accomplishment of the Cluster ReportPresent the Cluster Report in the absence of the Cluster Team LeaderManage the Microsoft Teams Link assigned to the Cluster	MS Teams Link is accessible thru this link: https://bit.ly/PIR_OnlineTA
Technical Assistance Providers (CID, SGOD, OSDS)	<ul style="list-style-type: none">Verify / validate the data in the school presentation.Check the appropriateness of the “characterizations”Provide technical assistance	For Online TA Providers: https://bit.ly/PIR_OnlineTA



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Facilitator	Aside from the task of a TA Provider, he/she must perform the following: <ul style="list-style-type: none">• Facilitate the PIR process• Ensure that all schools in each cluster will be able to present their data• Provide technical assistance	
Documenter	Aside from the task of a TA Provider, he/she must perform the following: <ul style="list-style-type: none">• Document the discussions and action points during the Program Implementation Review	Minutes of the PIR: https://bit.ly/PIR_OnlineTA
Host School / Venue	<ul style="list-style-type: none">• Prepare the physical venue and ensure that the physical set-up is sufficient for the participants per cluster (seating, spacing, visibility).• Set up the virtual platform (Teams) with a camera facing the presenter and a clear view of the presentation.• Test external microphones (lapel or omnidirectional room mics) so virtual attendees can hear both the presenter and in-person questions. Ensure in-room speakers are clear.• Verify that the school's internet connection can handle simultaneous high-definition video streaming and in-room device connections.• Designate a Tech Moderator to manage the virtual room (muting/unmuting, admitting guests) and a Co-Host to monitor the online chat for questions.	