



Republic of the Philippines
Department of Education
CARAGA REGION

RECEIVED
FEB 18 2025
SCHOOL DIVISION OFFICE
BUTUAN CITY

REGIONAL MEMORANDUM

No. **066**, s. 2025

FEB 18 2025

To: Schools Division Superintendents
All Others Concerned

**FINAL SCHEDULE ON THE PROGRESS MONITORING AND EVALUATION ON
PROGRAMS, ACTIVITIES, AND PROJECTS (PAPs) AND PROFESSIONAL
DEVELOPMENT PROGRAM IMPLEMENTATION**

1. The Department of Education Caraga Region through the Quality Assurance Division announces the final schedule of the Progress Monitoring and Evaluation on Programs, Activities, and Projects (PAPs) and Professional Development Program Implementation which is on **March 12-14, 2025**, at **Southville Hotel and Restaurant, Villa Kananga, Butuan City**.

2. The objectives are the following:

- Present the status of the uploading of WFP of Programs, Projects, and Activities in the Program Management Information System (PMIS) of the 12 SDOs.
- Explain the process of preparing and reviewing the Physical Accomplishment Report in PMIS.
- Clarify the roles of QAD and SGOD as progress monitoring unit of the Program Management Information System (PMIS).

3. Participants from the SDOs are the following:

- SGOD Chiefs
- SMME SEPS or EPS II
- SDO Planning Officer
- SDO Budget Officer
- Program Owner (1)

4. Please refer to the table below for your meal and accommodation schedule:

Meals	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	Accommodation
Day 0					✓	✓
Day 1	✓	✓	✓	✓	✓	✓
Day 2	✓	✓	✓	✓		

5. Meals and accommodation shall be charged to HRTD funds, while transportation allowance and per diem shall be charged to local funds, subject to government accounting and auditing rules and regulations.

6. For queries and concerns, please contact Mr. Emmanuel S. Saga, Education Program Supervisor of Quality Assurance Division at emmanuel.saga@deped.gov.ph.

7. Immediate dissemination of this Memorandum is desired.


MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION

MONITORING

PROGRAM

QAD/ess
02/13/2025