



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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November 8, 2019

Division Memorandum

No. 649 s. 2019

**SUBMISSION OF PROJECT IMPLEMENTATION MONITORING REPORT FOR THE  
ANNUAL IMPLEMENTATION PLAN (AIP) FOR SY 2019-2020**

To: Chief - SGOD, SEPS & EPS Monitoring & Evaluation  
Area Consultants/SIP Coach  
Public Elementary and Secondary Schools  
School SBM Coordinators  
All others concerned

1. With reference to Regional Memorandum No 560, s. 2019 dated October 21, 2019 the School Governance and Operations Division (SGOD) is directed to conduct monitoring of project implementation of the SIP/AIP for SY 2019-2020. This is to resolve plan execution issues and ensure the contribution of these projects to the Division Education Development Plan (DEDP) agenda.
2. With this, all schools are required to submit a **Project Monitoring Report** for the first two (2) quarters for SY 2019-2020 not later than **November 15, 2019** using the template attached herewith. Please email your report to [lizaemaquiling@gmail.com](mailto:lizaemaquiling@gmail.com) on or before the specified date.
3. The SBM-Technical Working Groups (TWGs), ESIP Trainers and Area Consultants/Coaches are expected to take the lead in the project implementation monitoring. This is in relation to the submission of the **Project Implementation Monitoring Report** to the Regional Office on or before **November 29, 2019**.
4. For proper guidance, enclosed are the following documents of the Regional Memorandum No 560, s. 2019:
  - a.) Enclosure No. 1 - Project Monitoring Report Form (to be filled up by the school's project teams)
  - b.) Enclosure No. 2 - Project Implementation Monitoring Form (for Division Monitoring Team Use)
5. Wide dissemination and compliance of this memorandum is desired.

**JOSEPH IRWIN A. LAGURA**  
Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



OCT 21 2019

REGIONAL MEMORANDUM  
No. **0560**, s. 2019

**SUBMISSION OF PROJECT IMPLEMENTATION MONITORING REPORT FOR THE  
ANNUAL IMPLEMENTATION PLAN (AIP) FOR S.Y. 2019-2020**

To : Schools Division Superintendents/OICs

1. With reference to DepEd Order No. 44, s. 2015 entitled "Enhanced School Improvement Planning (ESIP) Process and School Report Card (SRC)", this Office requires the **Submission of Project Implementation Monitoring Report for the Annual Implementation Plan (AIP) for S.Y. 2019-2020** on or before November 29, 2019.
2. In this connection, Schools Division Superintendents through the School Governance and Operations Division (SGOD) shall conduct monitoring of project implementation at the school level. As such, this undertaking will guide and assist project teams of each school in resolving plan execution issues, to ensure the contribution of these projects to the attainment of the goals of the Division Education Development Plan (DEDP).
3. The Project Monitoring Report for the first two (2) quarters of S.Y. 2019-2020 shall be submitted to the Schools Division Offices (SDOs) not later than **November 15, 2019**.
4. For proper guidance, enclosed are the following documents:
  - a. Enclosure No. 1 – Project Monitoring Report Form
  - b. Enclosure No. 2 – Project Implementation Monitoring Form (*to be submitted to the Regional Office*)
5. The School-Based Management (SBM)-Technical Working Groups (TWGs), and Enhanced School Improvement Plan (ESIP) trainers and coaches are expected to take the lead in this endeavor.
6. For information and compliance.

STJ/CAE/mgb



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Officer-in-Charge  
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Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*



## Project Monitoring Report Form

Scheduled Dates of Monitoring

Mid-year: \_\_\_\_\_

Year-end: \_\_\_\_\_

(1) Name of Project	(2) Project Objectives and Targets	(3) Date of Monitoring	(4) Accomplishments/ Status to Date	(5) Issues/Problems/ Challenges	(6) Recommendations/ Action Points	(7) Signature of SPT and Project Team Leader
-----	-----To be filled by Project Team-----				To be discussed by SPT and Project Team	

Schools Division: \_\_\_\_\_

[illegible]

Schools Division Superintendent