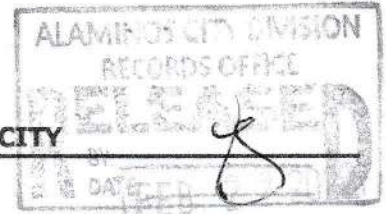




Republic of the Philippines  
**Department of Education**

REGION I  
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

**Office of the Schools Division Superintendent**



**DIVISION MEMORANDUM**  
**DM-2022-055**

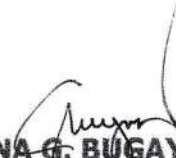
**TO :** Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, School Governance and Operations Division (SGOD)  
School Heads of Public and Private Schools  
All Others Concerned

**SUBJECT :** **SUBMISSION OF PROGRESS MONITORING TOOL FOR PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS) TO SMME/SMN OFFICE**

**FROM :** Office of the Schools Division Superintendent

**DATE :** February 22, 2022

1. This Office through the School Governance Operation Division (SGOD) – SMME/SMN Unit will be monitoring all the Programs, Project, and Activities (PPAs) based from the Action Plan and Based on the Target per Monitoring Period, starting this March 2022. This includes all the Divisions and Units in the Schools Division Office and all the schools within the division.
2. The submission of report which is done quarterly (every 1<sup>st</sup> Wednesday of the next quarterly month: April, July, October, and January) is needed to determine the data stated in the two templates attached hereto. The data consolidated will be used to determine what are the needed aspects of the PPAs in improving the accomplishments of everyone in the SDO.
3. For information, guidance, widest dissemination, and strict compliance.

  
**LORNA G. BUGAYONG, PhD, CESO V**  
Schools Division Superintendent

***With hundred reasons to serve!***



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Republic of the Philippines  
**Department of Education**  
 Region I  
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

**PROGRESS MONITORING TOOL FOR PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)**

PROGRAM/PROJECT/ACTIVITY TITLE \_\_\_\_\_  
 M & E In-charge: \_\_\_\_\_

OBJECTIVES/ TARGETS	ACTIVITIES	Period of Implementation (Time Frame)	Resources (Man, Money, Materials)
Date of Monitoring	Accomplished/ Not Accomplished	Hindering/ Facilitating Factors	Recommendations

Monitored by: \_\_\_\_\_

Conformed: \_\_\_\_\_

***With hundred reasons to serve!***



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