



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

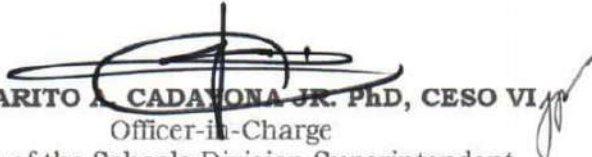
September 12, 2024

**OFFICE MEMORANDUM**  
PRS-2024- 043

**MEETING AND REORIENTATION ON CRAFTING THE 2025 WORK  
FINANCIAL PLANS (WFPs) WITH CURRICULUM IMPLEMENTATION  
DIVISION (CID) PERSONNEL**

To : Assistant Schools Division Superintendent  
CID Chief  
All CID Personnel  
All Others Concerned

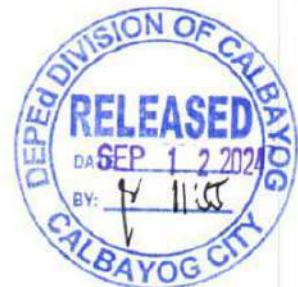
1. In line with Office Memorandum PRS-2024-04, titled "Work Financial Plans (WFPs) Crafting, Budget Forum, and Target Setting for Calendar Year 2025", this Office, through the Chief Education Supervisor of Curriculum Implementation Division (CID) and the Planning and Research Section, informs all concerned of the scheduled meeting and reorientation on the crafting of the 2025 WFPs with CID personnel on September 13, 2024, at the SDO Conference Hall.
2. As such, this activity aims to:
  - a. reorient CID personnel on the components of the WFP, the process of crafting the WFP, and its uploading to the PMIS;
  - b. ensure the alignment of PPAs with the 2023-2028 Division Education Development Plan (DEDP) and the Office Functions Compendium Version 3; and
  - c. discuss other related matters.
3. Additionally, the Office Functions Compendium Version 3 for the CID is provided in Enclosure No. 1.
4. All CID personnel are requested to bring their laptops to efficiently draft their WFPs during the session.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
2025 WFP CRAFTING PMIS PPA

SGOD-PRS-GVP



Name of Office/ Division: **Curriculum Implementation Division**  
 Strand/Governance level: **Schools Division Office**

<b>Statement of Purpose</b>			
The Curriculum Implementation Division continuously improves the management of curriculum implementation in the schools and learning centers towards the achievement of quality basic education.			
<b>Outcomes</b>		<b>Outcomes Indicators</b>	
<ul style="list-style-type: none"> <li>Schools and learning centers can implement the curriculum effectively and efficiently</li> </ul>		<ul style="list-style-type: none"> <li>Percentage of schools and learning centers implemented the curriculum effectively and efficiently</li> </ul>	
<ul style="list-style-type: none"> <li>Schools and Learning Centers can continuously improve management of instruction for the attainment of desired learning outcomes</li> </ul>		<ul style="list-style-type: none"> <li>Percentage of schools &amp; learning centers that have attained the desired learning outcomes</li> </ul>	
<b>Key Results Areas</b>	<b>Objectives</b>	<b>Outputs</b>	<b>Output Indicators</b>
Instructional Supervision and Management	To ensure the effective and efficient implementation of Basic Education Curriculum, Programs/Projects/Activities (PPAs), and Special Curricular programs (SCPs) through regular instructional supervision and monitoring	<ul style="list-style-type: none"> <li>Instructional Supervisory Plans</li> </ul>	<ul style="list-style-type: none"> <li>Number of implemented approved Instructional Supervisory Plans</li> </ul>
		<ul style="list-style-type: none"> <li>Instructional Supervisory Reports</li> </ul>	<ul style="list-style-type: none"> <li>Number of submitted analyzed Instructional Supervisory Reports</li> </ul>
		<ul style="list-style-type: none"> <li>M&amp;E Systems and Tools</li> </ul>	<ul style="list-style-type: none"> <li>Number of monitored schools implementing the Basic Education Curriculum, SCPs and learning centers in compliance to quality standards</li> </ul>
		<ul style="list-style-type: none"> <li>Consolidated Results of M&amp;E and Analyses</li> </ul>	<ul style="list-style-type: none"> <li>Number of schools implementing needs based curricular PPAs (Programs,</li> </ul>

Key Results Areas	Objectives	Outputs	Output Indicators
			Projects, Activities) compliant to standard <ul style="list-style-type: none"> <li>• Number of M&amp;E results analyzed</li> </ul>
		<ul style="list-style-type: none"> <li>• CID MEA reports</li> </ul>	<ul style="list-style-type: none"> <li>• Number of CID MEA Reports consolidated and submitted to the top management</li> </ul>
	To capacitate School Heads and teachers in the curriculum implementation of Basic Education and Special Curricular Programs (SCPs) in collaboration with the HRD/SGOD	<ul style="list-style-type: none"> <li>• Training Needs Assessment</li> <li>• Individual Plan for Professional Development (IPPD)</li> <li>• School Plan for Professional Development (SPPD)</li> <li>• Master Plan for Professional Development (MPPD)</li> <li>• Training Proposal, Training Design and Activity Completion Report</li> </ul>	<ul style="list-style-type: none"> <li>• Number of capacitated school heads</li> <li>• Number of conducted trainings</li> </ul>
		<ul style="list-style-type: none"> <li>• Job-Embedded Learning (JEL) Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees implemented Job-Embedded Learning contract</li> </ul>
		<ul style="list-style-type: none"> <li>• Report on the submitted Re-entry Action Plan (REAP)</li> </ul>	<ul style="list-style-type: none"> <li>• Number of monitored implemented REAP</li> </ul>
		<ul style="list-style-type: none"> <li>• Coaching and Mentoring Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Number of Coaching and Mentoring plan implemented</li> <li>• Number of school heads and teachers under approved Coaching and Mentoring Programs</li> <li>• Number of school heads and teachers coached and mentored</li> </ul>

Key Results Areas	Objectives	Outputs	Output Indicators
	To conduct basic and/or action research or innovations on curriculum /instructional management and supervision	<ul style="list-style-type: none"> <li>Basic and/or Action Research and curriculum innovations</li> </ul>	<ul style="list-style-type: none"> <li>Number of approved basic and/or action researches or curriculum innovations implemented in school levels</li> <li>Number of proposed and completed Basic and/or Action Research and curriculum innovations</li> </ul>
Assessment of Learning	To ensure effective implementation of the management of learning assessment in schools and learning centers for better learning outcomes	<ul style="list-style-type: none"> <li>FGDs and Needs-Assessment Accomplishment Reports</li> </ul>	<ul style="list-style-type: none"> <li>Number of conducted approved FGDs/ Orientations/ Re-Orientations/ Coaching/ Mentoring sessions</li> </ul>
		<ul style="list-style-type: none"> <li>Compendium of instructional interventions/ best practices based on analyzed Quarterly Assessment results per learning</li> <li>Report on instructional interventions implemented in schools/LCs</li> </ul>	<ul style="list-style-type: none"> <li>Number of Schools and LCs implementing and utilizing the Consolidated Quarterly Assessment Result/ Analysis Report per learning area</li> <li>Number on instructional interventions implemented in schools/LCs</li> </ul>
	To lead in the development of contextualized assessment tools to diagnose learners and determine their mastery level in the different learning areas	<ul style="list-style-type: none"> <li>Inventory/list of Localized/contextualized assessment tools (diagnostic, and summative, tests)</li> </ul>	<ul style="list-style-type: none"> <li>Number of developed localized/contextualized assessment tools</li> </ul>
Learning Resources Management and Development	To conduct needs assessment on type/kind of learning resources to be developed	<ul style="list-style-type: none"> <li>Inventory of learning resources needs</li> </ul>	<ul style="list-style-type: none"> <li>Number of book inventory of learning resources needs updated</li> </ul>

Key Results Areas	Objectives	Outputs	Output Indicators
		<ul style="list-style-type: none"> <li>Division Learning Resource Technical Assistance Plan</li> </ul>	<ul style="list-style-type: none"> <li>Approved and implemented DLR TA Plan</li> </ul>
	To lead in the development and quality assurance of contextualized learning resources by learning area for schools and learning centers	<ul style="list-style-type: none"> <li>Developed quality assured and validated contextualized learning resources</li> </ul>	<ul style="list-style-type: none"> <li>Number of developed quality-assured and validated contextualized learning resources</li> </ul>
	To lead in the uploading of the validated and finalized contextualized learning resources in the official LR Portal	<ul style="list-style-type: none"> <li>Uploaded and published contextualized LRs in the official LR Portal</li> </ul>	<ul style="list-style-type: none"> <li>Number of uploaded and published contextualized LRs in the LR portal</li> </ul>
	To monitor and evaluate the utilization of learning resources based on needs and standards.	<ul style="list-style-type: none"> <li>M &amp; E Tool in the utilization of contextualized learning resources</li> </ul>	<ul style="list-style-type: none"> <li>Updated M&amp;E tool</li> </ul>
		<ul style="list-style-type: none"> <li>Consolidated Monitoring and evaluation reports on utilization of LRs</li> </ul>	<ul style="list-style-type: none"> <li>Number of utilized LRs based on the M&amp;E report</li> </ul>
Technical Assistance on Curriculum Implementation	To provide technical assistance to school heads, and instructional managers on curriculum and special curricular programs (SCPs)/programs, projects, activities (PPAs) implementation for the improvement of instructional leadership competence, learning resource management, learning delivery, and assessment of learning	<ul style="list-style-type: none"> <li>Consolidated TA Needs Assessment Report</li> <li>Approved TA Plan</li> <li>TA contract/agreement</li> <li>TA Accomplishment report</li> </ul>	<ul style="list-style-type: none"> <li>Number of schools and LCs with TA needs assessment/analysis report</li> <li>Number of submitted accomplished TA Plans</li> <li>Number of school heads, teachers, and instructional managers provided with TA along their identified needs</li> <li>Number of approved TA Plans</li> </ul>

Key Results Areas	Objectives	Outputs	Output Indicators
	To provide Technical Assistance (TA) on classroom management to school heads, teachers, and instructional managers, inclusive of the development skills, instructional competence, and action research	<ul style="list-style-type: none"> <li>TA Needs Assessment Report <del>on Classroom Management</del></li> </ul>	<ul style="list-style-type: none"> <li>TA Plan submitted and stamped received</li> <li>Consolidated TA plan result arrayed and analyzed</li> <li>Number of TA accomplishment reports submitted to the appropriate office</li> </ul>
	To provide technical assistance in the conduct of basic and/or action research on curriculum management and instructional supervision	<ul style="list-style-type: none"> <li>Proposed and Completed Basic and/or Action Research and curriculum innovations</li> </ul>	<ul style="list-style-type: none"> <li>Number of school heads and teachers provided with TA on action research and curriculum innovations across subject areas/grade levels</li> </ul>
		<ul style="list-style-type: none"> <li>Identified needs on Curriculum management and Instructional supervision for basic and/or action research</li> </ul>	<ul style="list-style-type: none"> <li>Number of Curriculum management and Instructional supervision need included in basic and/or action research</li> </ul>
Office Administration and Performance Management	To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	<ul style="list-style-type: none"> <li>Operations Manual and/or Citizens Charter</li> <li>Document Tracking System</li> </ul>	<ul style="list-style-type: none"> <li>Streamlined Processes/Services and Procedures as declared in the Operations Manual and Citizen Charter</li> <li>Operational document tracking system</li> </ul>
		<ul style="list-style-type: none"> <li>Administrative and Financial Reports</li> </ul>	<ul style="list-style-type: none"> <li>Number of pertinent forms and documents accomplished and stamped received on time by the appropriate offices.</li> </ul>
	To promote a culture of excellence, innovation, and collaboration	<ul style="list-style-type: none"> <li>List of employees given rewards and recognition</li> </ul>	<ul style="list-style-type: none"> <li>Number of recognition initiatives conducted</li> <li>CCSS rating received</li> </ul>

		<ul style="list-style-type: none"> <li>Report on actions taken relative to the Citizen/ Client Satisfaction Survey (CCSS) Results, if any</li> </ul>	
		<ul style="list-style-type: none"> <li>Report on Actions taken relative to the CCSS results (if there's any)</li> </ul>	<ul style="list-style-type: none"> <li>Number of satisfied clients/ customers based on feedback received</li> </ul>
	To conduct periodic monitoring and evaluation of office/ staff performance for the provision of relevant learning and development programs	<ul style="list-style-type: none"> <li>IPCRF/OPCRF Accomplishments</li> <li>Capacitated staff</li> <li>Training Completion/ Terminal Reports</li> <li>Summary of developmental needs as reflected in the OPCR/ IPCRF</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of achievement of IPCRF/OPCRF</li> <li>Number of personnel who attended learning and development programs</li> <li>Approved Annual Learning and Development Plan for teaching and non-teaching personnel</li> </ul>
		<ul style="list-style-type: none"> <li>Report on performance coaching</li> </ul>	<ul style="list-style-type: none"> <li>Number of performance coaching activity conducted</li> <li>Number of Performance reviews conducted</li> </ul>