



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



April 8, 2025

REGIONAL MEMORANDUM

No. **257-2025**

**SUBMISSION OF THE 2025 FIRST QUARTER REPORTS BY THE
SCHOOLS DIVISION OFFICES (SDOs)**

To: Assistant Regional Director
Schools Division Superintendents/OICs
Assistant Schools Division Superintendents/OICs
Regional Office Chiefs/OICs
All Others Concerned

1. In reference to Regional Memorandum No. 251, s. 2025, regarding the **2nd Regular Management Committee (ManCom) Meeting** scheduled for April 28, 2025, at the NEAP-R Hall, DepEd-CAR, Wangal, La Trinidad, Benguet, the Quality Assurance Division (QAD) of this office is disseminating the Monitoring Tool Template to facilitate the preparation of the Schools Division Office Reports.
2. **All Schools Division Offices (SDOs)** are required to use the designated tool for tracking progress and ensuring the effective implementation of Programs, Projects, and Activities (PPAs) as outlined in the **2025 Annual Implementation Plan**, including those funded by continuing funds. The necessary **Monitoring and Evaluation (M&E) Tool templates** for completion can be accessed via the respective **SDO PIR Links**, under the file name "**SDO Tools**".
3. The reports accomplished by the Schools Division Offices (SDOs) shall be consolidated by the PIR focal using the SMME PIR Template and submitted to the Quality Assurance Division (QAD) on or before **Monday, April 21, 2025**, for consolidation and initial analysis.
4. For queries, please contact **Clemente D. Bandao, Jr.**, Officer-in-Charge, Office of the CES, through mobile phone number **09396220279** or email us at car.qad@deped.gov.ph
5. Immediate dissemination and strict compliance with this Memorandum are directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

QAD/CDBJr/fceb



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