



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ

11 December 2023

SCHOOLS DIVISION MEMORANDUM

No. 436, s. 2023

**PERFORMANCE ASSESSMENT AND COORDINATION TRACKER (PACT):
WEEKLY MONITORING SYSTEM AND REPORTING OF TARGETS,
ACCOMPLISHMENTS, AND CONCERNS OF SDO KEY PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
All Others Concerned

1. As part of the ongoing effort in the Schools Division Office (SDO) of Science City of Munoz to monitor progress and ensure the effective implementation and continuous improvement of the various programs, projects and activities (PPAs) for CY 2024, this Office, through the School Governance and Operations Division (SGOD), shall implement the project "PACT: Performance Assessment and Coordination Tracker."
2. The project PACT shall commence on January 5, 2024. It is a monitoring system that will promote accountability, transparency, and productivity among all SDO Key personnel. It involves a weekly assessment of performance, coordination and tracking of targets, accomplishments and concerns for efficient monitoring and management.
3. For this purpose, the PACT Focal person shall create three (3) google form monitoring tools, namely: Target Outputs and Performance Indicators (TOPI), Achievement and Concerns Encountered (ACE) and the Status of Targets and Accomplishments Review Analysis (STAR). In addition, the SGOD shall also be responsible for the weekly sharing of these google form monitoring tools to the official group chat of the SDO Key Personnel.
4. The filling of the forms will be done weekly on the following days by the concerned SDO Key Personnel:

Monitoring Tool	Day	Concerned SDO Personnel
Target Outputs and Performance Indicators (TOPI)	Friday	All SDO Key Personnel
Achievement and Concerns Encountered (ACE)	Monday	All SDO Key Personnel



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Status of Targets and Accomplishments Review Analysis (STAR)	Monday	Chief ES, Unit and Section Heads
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- For queries or concerns about this PERFORMANCE ASSESSMENT AND COORDINATION TRACKER (PACT), you may email Ms. Winnie W. Poli, Education Program Supervisor, SGOD via winnie.poli@deped.gov.ph or Dr. Bernardo A. Gargabite, Chief ES – SGOD at bernardo.gargabite001@deped.gov.ph
- Immediate and wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: As stated

Reference:

To be indicated in the Perpetua Index
Under the following subjects:

PROGRAMS AND PROJECTS

MONITORING AND EVALUATION

SGOD/WWP/programs and projects
001/December 11, 2023