



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

28 JAN 2020

January 28, 2020

DIVISION MEMORANDUM
No. 035 s. 2020

**COMPOSITION OF THE COMMITTEE IN-CHARGE OF THE PREPARATION AND
SUBMISSION OF THE ANNUAL ACCOMPLISHMENT REPORT
FOR CALENDAR YEAR 2019**

To: SGOD/CID Chief Education Supervisors
Education Program Supervisors
Senior Education Program Specialists
Information Communication Technology Officer
All Others Concerned

1. In relation to the preparation and submission of the Division Annual Accomplishment Report for Calendar Year 2019, the Composition of the Committee In-charged to work on the aforementioned report shall be as follows:

Chairman: **Nicanor A. Alparito, PhD**
Chief ES- SGOD

Members:

(In-charge of content)
Nenita P. Gamao, PhD
Chief ES- CID
Sheila T. Mayonila
SEPS- M & E

(In-charge of MOVs)
All Education Program Supervisors
SEPS of the Research & Planning,
Social Mobilization and Human Resource
& Development Units

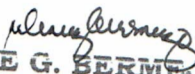
(In-charge of Lay-out and Design)

Jonah V. Uypico
Information Communication Technology Officer



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2. The committee shall coordinate with all Division Program Coordinators to ensure that all programs are reported and supported with MOVs and shall take charge of the preparation and submission of the AAR in soft and hard copies on January 31, 2020 at the Regional Office.
(Details of submission is stipulated in Regional memorandum No. 033, s. 2020)
3. Immediate dissemination and strict compliance of this memorandum are desired.


ARLENE G. BERMEJO, CESO VI
Asst. Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent

Reference: Regional Memorandum No. 033, s. 2020
To be indicated in the Perpetual Index
under the following subjects:

ACCOMPLISHMENTS PERFORMANCE EVALUATION MONITORING



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JAN 27 2020


REGIONAL MEMORANDUM

No. 033, s. 2020

TO: Schools Division Superintendents
 RO Functional Division Chiefs
 All Others Concerned

PREPARATION AND SUBMISSION OF CY 2019 ANNUAL ACCOMPLISHMENT REPORT

1. In relation to the preparation of the Regional Annual Accomplishment Report for CY 2019, this Office would like to request all Schools Division Offices and Regional Functional Divisions to submit a comprehensive 2019 Annual Accomplishment Report on or before January 31, 2020.
2. The Annual Accomplishment Report summarizes all the SDOs and ROs accomplishment for the year. It aims to account the performance of the office within a specified year and to inform both the internal and external stakeholders of its achievements vis-à-vis its targets.
3. Please refer to the attached guidelines and suggested outline for the said 2019 Annual Accomplishment Report.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA M. LEDESMA
 Regional Director

Reference: None
 To be indicated in the Perpetual Index
 under the following subjects:

ACCOMPLISHMENTS PERFORMANCE EVALUATION MONITORING

**GUIDELINES IN THE PREPARATION AND SUBMISSION
OF ANNUAL ACCOMPLISHMENT REPORTS**

To facilitate the preparation of the Annual Accomplishment Report (AAR) and to ensure its completeness, the SDOs and the Regional Functional Divisions are requested to refer to the following guidelines:

1. SDOs must organize a committee to work on the Annual Accomplishment Report. The Committee Chair and its members will be appointed by the SDS. The Committee will take charge of the preparation and submission of the AAR. The suggested composition of the AAR and their corresponding functions are the following:

Committee Composition	Function/s
1. Committee Chair (ASDS (SDO) – QAD Chief (RO)	1. Spearheads and supervises the preparation and submission of the AAR 2. Ensures the accuracy and validity of the data/information in the report 3. Undertakes all possible means to submit the AAR on time
2. In – Charge of the Contents (SGOD and CID Chiefs (SDO) – QAD (RO)	1. Gathers and consolidates the parts of the report prescribed in the suggested AAR format 2. Double checks that all contents are accurate and without errors 3. Check any misprints in the AAR before final printing
4. In – Charge of the MOVs (e.g., pictures) (All Education Program Supervisors (SDO/RO) & SEPS)	1. Gathers/Collects pictures of the major activities/PAPs of the organization 2. Organizes the photos and other MOVs in the annex portion of the AAR 3. Puts captions/labels in the photos and other MOVs
4. Lay – out In – Charge (ITO-SDO/RO)	1. Layout/Designs the AAR
5. Other Committee Members as assigned/appointed by the SDS	1. Perform other functions commensurate to their assignments

1. AAR must be submitted in hard and soft copies: ring bound for Hard copy and email at ronamie.reliquias@deped.gov.ph for soft copy.
2. In like manner, Regional Functional Divisions (RFD) must assign personnel in – charge of the AAR and must coordinate with the Overall In – Charge of the AAR in the Quality Assurance Division. All RFDs must see to it that all PAPs will be reported in the AAR and supported with corresponding MOVs.

SUGGESTED AAR FORMAT/OUTLINE

The following are the suggested parts of the Annual Accomplishment Report for the Schools Division Offices. For uniformity and clarity of the accomplishment report, suggested font to be used is Verdana, font size #12.

Preliminaries

- DepEd Vision, Mission and Core Values
- Mandate
- Table of Contents
- Message of the Head of Office

- I. Executive Summary
- II. Profile of the Organization
- III. Highlights of Accomplishment
 - A. Basic Education Performance

This section will show the profile of the office in the current year shown in tables and graphs with their corresponding explanations, in terms of the following:

- i. Enrolment by levels
- ii. No. of schools by classification
- iii. No. of Teachers
- iv. Performance Indicators (3 years comparative) by levels

- IV. Strategies, Programs and Projects to improve Access
- V. Strategies, Thrusts and Programs to improve quality and relevance of Basic Education
- VI. For Governance: Quality Management System
- VII. For Governance: Financial Performance
- VIII. Other Programs and Projects
- IX. MEA Results (OSDS, SGOD, CID)

KRAs	Target/Planned Outputs	Physical Accomplishments	% of Accomplishments	Gain/Gap	Remarks

X. Outstanding Accomplishments

Level (International, National, Regional)	Awards Received/ Citation	Competition/ Activity	Award Giving Body

- XI. Best Practices that contributes to the attainment of targets (Division Initiated)
- XII. Challenges/Issues Encountered and Actions Taken
- XIII. List of Facilitating Factors
- XIV. Annexes
 - A. Organizational Chart and SDO Compositions by Division
 - B. Office Directory
 - C. List of SDO Trainings Conducted
 - D. List of Major Stakeholders/Partners
 - E. Pictorials
 - F. Other (as needed)