



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
City of Digos



Office of the City Schools  
Division Superintendent

Roxas corner Lopez-Jaena Streets, Digos City,  
8002 Davao del Sur, Philippines

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DIVISION MEMORANDUM

No. 301, s. 2015

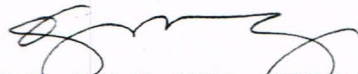
TO :

- MS. OLIVA P. MIRANDA  
OIC-ASDS
  
- MRS. AIDA A. BIONGAN  
Chief – CID
  
- MR. EMMANUEL P. HUGO  
Chief – SGOD
  
- MS. ANALIZA C. ALMAZAN  
EPS – LRMDS
  
- MR. ALBERT S. ESPINO  
SEPS – School Management, Monitoring & Evaluation
  
- MS. ANAMERTHYL I. REGALA  
SEPS - SocMob
  
- MR. XAVIER S. FUENTES  
SEPS – Planning & Research
  
- MR. AIRON M. ALEJANDRO  
Planning Officer III
  
- MR. PETER-JASON C. SENARILLOS  
EPS II - SocMob
  
- MS. MYLEEN C. ROBIÑOS  
PDO II – LRMDS
  
- MR. REYZEN O. MONSERATE  
ADA VI - CID

This Division

SUBJECT : 2015 Digos City Division Annual Accomplishment Report  
Preparation



FROM : <sup>fr:</sup>  DEE D. SILVA, DPA, CE80 VI  
Assistant Schools Division Superintendent  
Officer-In-Charge

DATE : November 10, 2015

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1. It is important that the Schools Division Office will come up with an Annual Accomplishment Report for the Calendar Year 2015 in order to highlight the Division's achievements, accomplishments, activities undertaken, projects and programs.
2. This Annual Accomplishment Report will serve as a testament of the best efforts of teaching, teaching-related, and non-teaching personnel under this division in response to our agency's vision, mission and mandate. The report will also serve as a show window of our division to our stakeholders and partners.
3. In view of the above, you are hereby designated as members of the Technical Working Group (TWG) which will prepare the 2015 Annual Accomplishment Report. As such, you will undertake activities related to the preparation of the report such as gathering data, consolidation of data, preparation of the draft and final report and other activities which may be necessary to the completion of the report.
4. You will refer to the Matrix of Activities and Timeline of the report preparation herein attached for your individual tasks and the respective timeframes.
5. For compliance.

**ANNUAL ACCOMPLISHMENT REPORT 2015**  
**Matrix of Activities**

	<b>Task</b>	<b>When</b>	<b>Who</b>	<b>Expected Output</b>
1	Initial meeting	Nov 16	ASDS, Chiefs, Soc Mob	Organization of TWG, draft memo crafted, terms of reference created.
2	Preliminary Conference of TWG	Nov 19	Identified members of TWG	TORs delivered to each member, final memo to all EPS/Coordinators.
3	Gathering of Accomplishment	Nov 19-24	Chiefs/Unit Heads/Planning and Research	Accomplishment reports submitted to TWG
4	Preparation of Write-up	Nov 19-20	M & E, Soc Mob	Rationale, etc
5	Preparation of Graphics, pictures and Layout	Nov 25- Dec 4	PDO, ADA	Report layout
6	Review of draft and editing	Dec 8	Identified members of TWG	Edited report
7	Final Reading	Dec 10	SDS	Final recommendation forwarded to TWG
8	Final Editing	Dec 11-18	TWG	Final report
9	Final Printing	Dec 20-31	SocMob, M&E, P&R	Printed 2015 Annual Report
10	Distribution of final report to stakeholders	First week of January	Soc Mob	Stakeholders received 2015 Annual Report