



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



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
Roxas Corner Lopez-Jaena Streets, Digos City, 8002, Philippines
Telefax: +82 553 8396

DIVISION MEMORANDUM

No. 309, s. 2015

TO : **Curriculum Implementation Division
School Governance Operation Division
Office of the SDS Head of Sections
PSDS, Secondary School Principals**

FROM : **DEE D. SILVA, DPA, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : **Annual Accomplishment Report CY 2015**

DATE : **November 16, 2015**



1. Year-ending is fast-approaching and the Division Accomplishment Report for CY 2015 is highly needed.
2. In this premise, the Coordinators and Designates of Program/Project/Activity/Special Assignment and Section Heads are enjoined to submit Accomplishment Report that summarizes the milestone of this Calendar Year at their respective fields.

The report should have the following contents:

- a. Detailed presentation of the accomplished activities
 - b. Data
 - c. Photographs
 - d. Tables/Graphs
3. The School Principals/School Heads and Coordinators must prepare their School Accomplishment Reports to be submitted to the District Office for consolidation. The District Office shall only submit the consolidated documents to the Annual Accomplishment Report Technical Working Group (TWG) in hardcopy and softcopy. Softcopies shall be emailed to this address: reyzen.monserate@deped.gov.ph. Deadline for this report will be on or before December 4, 2015.
 4. Attached herewith is the template of Annual Accomplishment Report for your information and guidance.
 5. *Wide and immediate dissemination of this Memorandum is desired.*

For and the absence of the ASDS-OIC


OLIVA P. MIRANDA, MPA, CESE
OIC-ASDS 

ACCOMPLISHMENT REPORT 2015
(Learning Area/ Special Project/District)

Note: No individual school report to be submitted to the Division

Rationale: *one paragraph only*

Accomplishments: *Detailed and supported by data. Either tabular or table, graphs and pictures.*

Recommendation:

Paper size: A4
Font - Arial -12
Double space
Alignment-Justify
Margin Left-1.5"
Right-1"
Bottom-1"
Top-1"

ANNUAL ACCOMPLISHMENT REPORT 2015
Matrix of Activities (Updated as of 11/16/15)

Task		When	Who	Expected Output
1	Initial meeting	Nov 9	ASDS, Chiefs, Soc Mob	Organization of TWG, draft memo crafted, terms of reference created.
2	Preliminary Conference of TWG	Nov 16	Identified members of TWG	TORs delivered to each member, final memo to all EPS/Coordinators.
3	Gathering of Accomplishment	Nov 16-Dec 4	Chiefs/Unit Heads/Planning and Research	Accomplishment reports submitted to TWG
4	Preparation of Write-up	Nov 19-23	EPS-LRMDS, M & E, Soc Mob	Rationale, etc
5	Preparation of Graphics, pictures and Layout	Nov 25- Dec 4	Mr. Fuentes, 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 c/o Mrs. Biongan	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