



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 768, s. 2016

December 9, 2016

SUBMISSION OF ACCOMPLISHMENT REPORTS FOR CY 2016


To: Chief Education Supervisors of SGOD and CID
Heads of Section / Unit
Division Coordinators of DepEd Programs and Projects
All Others Concerned

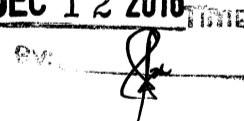
1. The Office of the SDS, through the Planning and Research Section, is finalizing its accomplishment report for CY 2016.
2. As such, the following are requested to submit a summarized report of their accomplishments for CY 2016 with attached MOVs:

Division / Section / Unit	Report/s to be Submitted
SDS Office	DepEd Orders and Memos implemented in the Division
CID – CID Chief & EPS for MAPEH	Recommended priority allocation in the LSB Budgeting
CID – EPS for LRMDs	Utilization and distribution of LRs; Capacitation of LREs and pool of writers
CID – EPS & PSDS	Implementation of DepEd thrusts and PAPS; School visits conducted (by month)
CID – SHS Coordinator	Implementation of proposed course offerings and monitoring reports for the SHS Program
SGOD – Division Engineer	Construction of school buildings and coordination meetings with DPWH
SGOD – F. Sayson	Status on the transfer of documents for the SHS school site
SGOD – HRD	ManCom and planning meetings conducted; Conduct of induction programs and training; Tracking of scholarships of personnel
SGOD – M & E	Visits conducted during the first day of classes; Renewal of permits to operate of private schools
SGOD – SocMob	Linkages with stakeholders
SGOD – DRRM Coordinator	School-based DRRM training; NDRRM material adapted; DRRM monitoring in schools

Division / Section / Unit	Report/s to be Submitted
Accounting Section	Downloading, utilization and liquidation of school MOOE funds
HRMO Section	RPMS implementation and submission of IPCR; Evaluation and hiring of personnel; Delivery of service records
IT Officer	Implementation of Division Electronic Inventory System; Posting of news articles in the website in coordination with the Social Mobilization Section
Supply Section	Inspection and inventory of the plant, properties, and facilities of schools
Legal Officer	Conduct of orientation on administrative cases; Responded legal concerns and issues

3. The reports, together with its attachments, shall be forwarded to the Planning and Research Section of the Division, Attention: Xavier S. Fuentes, on or before December 16, 2016.
4. For your information and immediate compliance.


DEE D. SILVA, DPA, CESO VI
 Schools Division Superintendent

DepEd Schools Division Office
RELEASED 11814
 Date **DEC 12 2016** TIME 3:05 PM


Encls:

References:

To be indicated in the Perpetual Index under the following subjects:

ACCOMPLISHMENT REPORTS

CY 2016

SDS OPCR

xsf / submission of accomplishment reports for cy 2016
 12 December, 2016