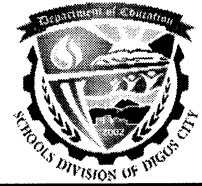




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 301, s. 2017

May 4, 2017

**SUBMISSION OF ACCOMPLISHMENT REPORTS
FROM 01 JANUARY TO 05 MAY 2017**

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

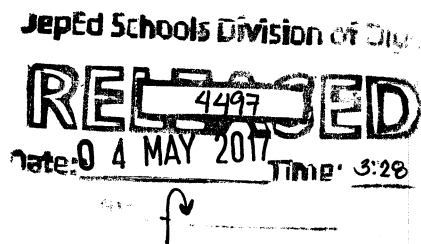
1. The Office of the SDS, through the Planning and Research Section, is requesting the submission of summarized accomplishment reports from 01 January 2017 to 05 May 2017 with attached MOVs from the following:

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 LR's; 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; Status of school site acquisition for the proposed primary schools in Sitios Maguisi and Pangaguran
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

Division / Section / Unit	Report/s to be Submitted
SGOD – DRRM Coordinator	School-based DRRM training; NDRRM material adapted; DRRM monitoring in schools
SGOD – Health and Nutrition	Major activities conducted in schools
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 / OIC of the Legal Section	Conduct of orientation on administrative cases; Responded legal concerns and issues

2. The reports, together with attachments, shall be emailed to the Planning and Research Section of the Division, Attention: Xavier S. Fuentes, on or before 31 May, 2017.
3. For your information and immediate compliance.


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



Encls:

References:

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

ACCOMPLISHMENT REPORT
 SDS OPCR

xsf / submission of accomplishment reports from January 1~
 4 May, 2017