



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 024, s. 2021

January 14, 2021

**PREPARATION OF ANNUAL NARRATIVE ACCOMPLISHMENT  
REPORT FOR CY 2020**

To: SOLLIE B. OLIVER – Chief ES SGOD  
BEVERLY S. DAUGDAUG – Chief ES CID  
FRANCIS JUDE D. ALCOMENDRAS – Admin. Officer V  
NORELIZA A. MISAL – Accountant III

1. In line with the preparation of Annual Narrative Accomplishment Report for CY 2020, all program holders are instructed to submit a narrative report based on the submitted Program/Projects/Activities under Division Monitoring Evaluation and Adjustments (DMEA) for CY 2020. Activities under the same program can be lump on the same narrative report, it is encourage to include at least 2 pictures for every program.
2. Attached are the list of Programs/Projects/Activities under DMEA CY 2020. Submission of the said report shall be consolidated by Office and forward the same to the Planning Section thru [airon.alejandro@deped.gov.ph](mailto:airon.alejandro@deped.gov.ph) on or before January 20, 2020.
3. For compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

**DepEd Schools Division of Digos City**  
**RECORDS SECTION**

**RELEASED** 21-66407

DATE: 14 JAN 2021 TIME: 4:40pm

BY:

Encls: Unnumbered Regional Memorandumlist of DMEA Programs/Projects/Activity  
References:  
To be indicated in the Perpetual Index under the following subjects:  
Planning Orientations/Reports  
14 January 2021



KRA (SDO-SDS)	Program under DEDP	Activity (SDO)
CURRICULUM & INSTRUCTION MANAGEMENT	20%	Assessed and evaluated the implementation and delivery of the Basic Education Curriculum
		Ensured compliance with quality standards for basic education programs by strengthening the monitoring of private schools at least once within the 1st quarter.
		Completed the conduct of 2 trainings on current educational policies, programs, and projects geared toward learners' achievement and holistic development without lapses, within the 1st quarter
		Ensured on-time preparation of Division Unified Test Materials for 4th quarterly exams.
		Achieved at least 75% proficiency level for SY 2019-2020 in all learning areas
		Decreased the number of Frustration readers in Grades 4-7 by 50% over the pretest results in Oral Reading both Filipino and English
		Achieved 100% as to number of Grade 1 readers in 36 elementary schools in MTB (one or more syllables) in October 2019.
		Ensured compliance with quality standards as to the implementation of basic education programs as specified below by strengthening the monthly monitoring of public schools within the rating period. (DepEd PAPs: Reading Program, Year-end Reports Preparation-DO 11, s. 2018, Conduct of Summer Classes, School Readiness on DLDM Implementation, Dry-Run on DLDM, Oplan Balik Eskwela, DLDM Implementation, LAC Sessions)
		Managed/Facilitated the conduct of Himamat activities as enumerated below providing technical assistance to school personnel observed/met within the rating period (Himamat activities: 1) Face-to-face Class Observation, 2) Conduct of Reading Assessment in Schools, 3) District to District Meetings with the SDS, 4) Online Class Observation, 5) Face-to-Face/Online Monitoring on DLDM Implementation)
		Ensured compliance with quality standards for basic education programs by strengthening the monitoring of/coordination with/provision of technical assistance (meetings) to private schools twice (2) a year within the rating period
		Completed the conduct of 2 trainings on current educational policies, programs, and projects geared toward learners' achievement and holistic development without lapses on target dates within the rating period.
		Ensured on-time preparation of Division Unified Test Materials for 4th quarterly exams of SY 2019-2020
		Achieved at least 75% proficiency level in all learning areas
		Decreased the number of Frustration readers in Grades 4-7 by 50% over the pretest results in Oral Reading both Filipino and English
Achieved 100% as to number of Grade 1 readers in 36 elementary schools in MTB (one or more syllables) in March 2020.		
Managed the development of contextualized and quality-assured learning materials		
STRATEGIC MANAGEMENT AND OPERATIONS		
	AMoSko (Anak Mo, Sagot Ko)	Conducted Capacity Building Seminar Workshop for all Division Schools Guidance Associates and Guidance Counselors (10%) Orientation on the Policy Guidelines in the Implementation of Homeroom Guidance (HG) During Crisis Situation Implementation of the HG Program - 14 private & 43 public responses as of November 9 monitoring Revisited and developed Schools Guidance Program of the 47 schools Conducted Provincial Summit for Grades 10 and 12 on the Career Guidance and Labor Market Information Orientation on Conducting an Online Career and College Fair RXI Homeroom Guidance Orientation for Teachers and School Heads Information dissemination on national, regional and Division Parenting Seminars/Webinars/ in radio broadcasting
	Project HIMSOG (Health Initiatives using Multiple Strategies for Optimum Growth)	School-Based Feeding Program (SW and W)  Program Implementation Review on the School-Based Feeding Program Dental Check-Up and Services(health talks, check up, fluoride application) Orientation on the School Dental Health Care Program Deworming Activity for both Elementary and Secondary Distributed Beam Balance Weighing Scales and Microtoise (Wall mounted height measurement) to all Elementary Schools Tobacco Control Program Orientation Monitoring of Health and Safety Standard Protocols Oplan Balik Eskwela Monitoring of Health Programs Wellness Program SBFO Milk Feeding Orientation Distribution Health Kits and Covid 19 Supplies (SBFP beneficiaries) Distribution of Health Kits Distribution of Freezers, Refrigerators and School Supplies Administration of Flu Vaccine to SDO Personnel Webinar on Adolescent Reproductive Health Covid -19 Information Dissemination by Health personnel Hanging of Tarpaulins (Covid -19 Information and Facts) Provision of Covid - 19 Information and Facts Tarpaulins from LGU Covid -19 Information Dissemination by Health personnel Fostering Wellness On Mental Health Amidst Covid 19) Virtual Distribution of Covid 19 Praparernalio to SDO Personnel
	DORA (Disasters Optimal Resiliency and Awareness)	Coordinated with School DRRM Focal Persons through online platforms Attend meetings with CDRRM Council Posted COVID-19 reports or cases in the different official Group Chats Draft Division Memoranda relative to COVID-19 Conducted of Virtual meeting with School DRRM Coordinators Facilitated request from LGUs for schools as COVID-19 isolation facilities Mental Health and Psychosocial Support (Radio based) Conducted of Mental Health and Psychosocial Services (MHPSS) Activity

KRA (SDO-SDS)	Program under DEDP	Activity (SDO)
		Fostering Wellness on Mental Health Amids COVID19 Webinar
		Distributed DRRM IEC materials
		Distributed DRRM, medical and disinfected materials for Schools Division Office and schools
		Participation of teachers in the different virtual trainings facilitated by DOST-PHIVOLCS
	MEAL (Monitoring & Evaluation, Accountability and Learning)	Conducted CY 2019 4th Quarter Division Monitoring Evaluation and Adjustment (DMEA)
		Online Program (trainings/seminars/workshops) Evaluation
		Conducted QATAME to SDO training/ workshops/seminars/write-shops/L&D programs
	System Champs	Conducted QATAME to SDO training/ workshops/seminars/write-shops/L&D programs/programs
		Collected Division Monitoring Evaluation and Adjustment (DMEA) Data FY 2020
	RAPD (Readily Available Planning Data)	Data Bank System
		Learner Information System (LIS)
	ESBEE-M (Empowering Schools, Building Excellent and Engaging Milieu)	Validated schools' SBM Level of Practice -Speed Up to Level Up!
		Provided technical Assistance in effective utilization of Annual Procurement Plan (APP) through verification of 100% of the submitted request for Cash Advance (RCA) per month with provision of verification feedback
		Provided technical Assistance in effective utilization of Annual Procurement Plan (APP) through verification of 100% of the submitted Requests for Cash Advance (RCA) per month with provision of verification feedback
		Provided technical assistance to all 46 schools through the conduct of orientation on the assessment process and tool of SBM Level of Practice -Speed Up to Level Up!
	#HandaParaSaKabataan	Election of the School SPG and SSG Officers
		Division Data base of all elected School SPG and SSG Officers
		Monitored the Implementation of the Student Government Program
		Facilitated the conduct of the Division-Federated SPG and SSG Officers and Advisers Virtual Election and Oath Taking
		Prepared and submitted report on the implementation of YFP to the Schools Division Superintendent /Regional/Central Office as may be deemed necessary
		Prepared WFP for the funds downloaded for the implementation of Youth Formation Programs
		Conducted capacity building activity to SPG and SSG teacher-advisers /school youth formation coordinators on skills development, leadership, career information and other relevant youth formation programs
		Conducted online capacity building activity to SPG and SSG Officers on skills development, leadership, career information and other relevant youth formation programs
		Prepared Work/Action Plan for the implementation of Youth Formation Program either face to face or through online platforms
	RIPE - Research Incubation Program for Educator	Review of submitted research manuscripts
		Archival of completed research studies and issuance certificates of acceptance
		Presentation of analyzed data for decision-making
		Production SDO maps
		Issuance of research related policy
	Provide Educational Facilities to Identified Schools	Recommended first progress payment for work accomplished by the contractor for repair/rehab of school building to be used as dental clinic in Digos City CES, G. Reusora ES and Rizal CES
		Conducted punchlist to projects with 95% status of accomplishment so that defects can be corrected before issuing the certificate of completion and turn-over.
		Provided detailed cost estimates, technical specifications of infrastructure/school buildings/educational facilities for bid (BAC Procurement)
		Examined the accuracy of the technical documents to determined the lowest bidder by calculating the amount of bids using the program of works and detailed estimates of bidded projects (BAC Procurement)
		Recommended the first progress payment for the Repair/rehab of Gabaldon Bldg at Ramon Magsaysay CES
		Recommended the second progress payment for the Repair/rehab of 86 classrooms at Digos City NHS
		Recommended the first and final billing for the upgrading of electrical system at Pedro Basalan ES
		Conducted punchlist to projects with 95% status of accomplishment so that defects can be corrected before issuing the certificate of completion and turn-over .
		Conducted final inspection to projects with 100% status of accomplishment .
		Prepared Certificate of Completion and Certificate of Turn-over of Repair/Rehabilitation projects that are completed and meet quality standards.
		Document preservation initiatives and prepare progress and accomplishment report of 1 heritage building to inform the management of utilization of resources and additional requirements .
		Appraised buildings identified for demolition and recommend demolition of such by submitting a building inspection report .
		Examined the accuracy of the technical documents to determined the lowest bidder by calculating the amount of bids using the program of works and detailed estimates of bidded projects
		Recommended the final billing for the repair/rehab of classroom to be used as dental clinics in Digos City CES, G.Reusora ES, Rizal Central ES
		Recommended the 3rd partial billing for the repair/rehab of 86 classrooms at Digo City NHS
		Recommended the 2nd partial billing for the Repair/rehab of Gabaldon at Ramon Magsaysay CES

KRA (SDO-SDS)	Program under DEDP	Activity (SDO)
		2. Document preservation initiatives and prepare progress and accomplishment report of 1 heritage building to inform the management of utilization of resources and additional requirements
	Other Activities	Assisted in the conduct of NAT 10
		Assisted in the organization and preparation of the List of Junior High School Teacher Applicants and supported its other related activities
		Evaluated documents submitted by private schools for the application of permits
		Assessment of School Readiness
<b>RESOURCE MANAGEMENT</b>		
20%		Updated the Plantilla of Personnel (DBM-PSIPOP) of the Digos City Division.
		Conducted interview to qualified applicants to natural vacancy/cies.
		Issued appointment to qualified applicant/s: promotion, transfer, reappointment, reemployment
		Issued appointments to applicants of Reclassification of items after 15 days the publication of the NOSCA issued by DBM.
		Reviewed the accomplishment and attachments of the Daily Time Record for payroll preparation.
		Processed leave application (CSC Form 6) of the teaching and non-teaching personnel.
		Encoded in the Document Tracking System (DTS) documents received /forwarded thru the Records Section
		Released and uploaded in the website Division Advisories and Memoranda
		Certification, Authentication and Verification
		Purchase Request Preparation
		Agency Procurement Request and Purchase Order Preparation of Procurement Process Flow
		Delivery, Inspection and Acceptance Procurement Process Flow
		Records Outgoing and Incoming Documents
		Inventory Takings
		Managed the development of competency-based contextualized quality-assured Learning Resource Materials (text, non-text, manipulatives) for least learned competencies and/or as supplementary learning resources in all learning areas
		Approved Appointments, Promotions (Recruitment Selection and Placements)
		Processed DTR's for Payroll (Benefits Administration)
		Reclassifications, (Benefits Administration)
		Monetization of Leave credits (Benefit Administration)
		Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Benefit Administration)
		Leave Administration
<b>PARTNERSHIP AND LINKAGES</b>		
20%	"Project PAIR" Partnership Acceleration for Increased Resources	Conduct of Stakeholders' Convergence in Preparation for Brigada Eskwela
		Provision of Technical Assistance to schools in the preparation of school BE action plans
		Preparation of Division Memorandum on Brigada Eskwela Guidelines for 2020
		Personal engagements with potential partners for Brigada Eskwela
		Managed the capacity building programs for Teaching and Non-Teaching personnel
		Prepared a revised calendar of activities of training and development programs every month
		Monitored on the status and progress of the scholars
		Brigada Eskwela in the New Normal
		Adopt-A-School Program for BE-LCP
<b>HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT</b>		
20%	PPATABHO (Professional and Personal Advancement thru Training/Learning & Development (L&D), Awards & Recognition, and other programs for Balanced Human Resource Optimization)	Managed the capacity building programs for Teaching and Non-Teaching personnel
		Prepared a revised calendar of activities of training and development programs every month
		Monitored on the status and progress of the scholars