



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD No. 027, s. 2023

To : BEVERLY S. DAUGDAUG – Chief ES CID
SOLLIE B. OLIVER – Chief ES SGOD
FRANCIS JUDE D. ALCOMENDRAS – AO V

Subject : PREPARATION OF ANNUAL NARRATIVE ACCOMPLISHMENT REPORT
FOR CY 2022

Date : January 26, 2023

In line with the preparation of Annual Narrative Accomplishment Report for CY 2022, 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 2022. It is encourage to include at least 2 pictures for every program.

Attached are the list of Programs/Projects/Activities under DMEA CY 2022. Submission of the said report shall be consolidated and finalized per Division and forward the same to the Planning Section thru marjun.rebosquillo@deped.gov.ph on or before February 10, 2023.

For dissemination and compliance.

CRISTY C. EPE
Schools Division Superintendent
1/27/23

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-97042
DATE: JAN 30 2023 TIME: 3:57 pm
BY:

Enclosed: As stated.

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

SGOD PRME REPORTS

SGOD/ PRME/aa



| SGOD | |
|--|--|
| PPATABHO (Professional and Personal Advancement thru Training/Learning and Development, Awards and Recognition and other Human Resource Optimization | System Champs: Evaluation of documents/portfolio submitted by private/public schools for the application of Government Permit |
| "Project HIMSOG" Monitoring of Health and Safety Protocols in the schools in preparation for face to face classes (SSAT) | Project Meal Re-evaluation of portfolios (additional documents submitted) of private/public schools for compliance of deficiencies from the Region relative to their application of Government Permit |
| Provision of Technical assistance to school heads in the preparation of program of works for the school based repair and maintenance scheme projects | Project MEAL Conduct of QATAME Online Evaluation to the SDOs learning & development programs |
| Repair/rehabilitation of school buildings at Aplaya ES and Apolandia ES | Project MEAL: Implementation of Monitoring, Evaluation, and Adjustment (MEA) System in the Division, Districts and Schools |
| Physical Facilities Project DORA Building assessment or inspection | Project MEAL: Validation and/or development of M&E Tools for the utilization and utilization of projects |
| Project DORA Hazard Mapping | Provision of TA on MEA Processes (SMEA & DisMEA) |
| Face-to-Face Lecture/Demonstration on Basic Life Support Training | Project MEAL: Conduct of School Monitoring (Public & Private) |
| Monitoring Schools of the existence of their Child Protection Policy and organization of their Child Protection Committee | Project MEAL: M&E / QATAME results/responses processing and consolidation |
| Conduct of Orientation on School Canteen Operation and Food Safety Orientation to Concessionaires and Consignors | Administration of National and International Assessments |
| Conduct of physical check-up | Administration of the Regional Diagnostic Test for SY 2022-2023 |
| Provision of dental services | ESBEE-M (Empowering Schools Building Excellent and Engaging Milieu) *Speed up to Level Up |
| Project HIMSOG Distribution of health kits (BSBF) PROJECT HIMSOG Monitoring of schools on WINS Online | Provision of Technical Assistance on the Preparation of SIP, AIP and APPS Project CARE (COVID-19 Actions with Responsibility and Efficient response) |
| Project HIMSOG Monitoring of the SBFP Milk Implementation | Provision of TA to schools applying for Safety Seal Certification |
| Project HIMSOG Monitoring of the SBFP for Milk Implementation Preparedness | Partnership Acceleration for Increased Resources (PAIR) |
| Project HIMSOG Distribution of Health Kits | |
| Project Himsog Monitoring of SBFP NFP | |
| Project HIMSOG Monitoring of the OK sa Kalusugan sa DepEd | |
| Preparation of document for the Conduct of Teacher Adviser Training Program | |
| Project HIMSOG Annual Laboratory of Division Personnel | |
| Project HIMSOG Procurement of Medicines | |
| Preparation of document for the Conduct of SPG/SSG Playshop | |
| #HandaParaSaKabataan Monitoring of School SPG/SSG, YES-O, BKD and CPP Implementation | |
| #HandaParaSaKabataan Teacher-Advisers Training Program | |
| #HandaParaSaKabataan Philippine Youth Convergence | |
| Monitoring on the implementation of YFP related PPAs | |
| Conduct of DEDP planning activities | |
| Approval of LIS Pending Request | |
| LIS Quick Count | |
| Validation of National School Building Inventory (NSBI) submissions | |
| LIS Enrollment | |
| Conduct of DEDP planning activities | |
| Provision of Technical Assistance to schools and learning centres (LIS) | |
| (Basic Education Information System) BEIS Validation of Schools for SY 2021 - 2022 | |
| Conduct of Roll-out on Program Management Information System | |
| Monitoring on the submission of Approved Work and Financial Plan (WFP) and Encoding in the PMIS with Approval by RO | |
| Monitoring of Work and Financial Plan Uploading | |
| Research Incubation Program for Educators (RIPE) | |
| Project MEAL Evaluation of documents/portfolio submitted by private/public schools for the application of Government Permit | |

CID

| |
|--|
| Monitoring and evaluation as to the implementation of K to 12 Curriculum in Distance Learning Modality or in Limited Face to Face Classes |
| Conduct of activity relative to provision of Technical Assistance (TA) to schools on the implementation of special curricular programs and support activities |
| Conduct of activities relative to provision of Technical Assistance (TA) in classroom Management skills, instructional competence, and action research through: - Orientation - Conferences - LAC - Training and Seminars/Webinars |
| Monitoring and evaluation on curriculum implementation as to the following: a) Conduct of End-of-School Year Activities, b) Readiness of School for SY 2022-2023, and c) Preparation of Catch Up Plan to address Learning Gaps |
| Conduct of Proposed Training/Fair/Summit for School Heads and Teachers in the implementation of K to 12 Curriculum and Special Curricular Program. |
| Conduct of class observations (online/through LAC Session/by evaluating instructional video, or in limited face to face classes) |
| Conduct of class observations in face to face classes |
| Conduct periodic (quarterly) monitoring and evaluation of learners progress in terms of their proficiency level and number of learners getting a grade of 75% and above, and conduct of activity relative to provision of Technical Assistance (TA) to schools in addressing low performance of learners |
| Crafting and quality assurance of Division Unified Quarterly Assessment materials for the 2nd Quarter in the different learning areas |
| Payment of Asatidz Honorarium |
| Payment of Asatidz' instructional materials allowance |
| Capacity Building on ALIVE Summative and Performance-Based Assessment |
| Conduct of Learning Action Cell (LAC) Session for Asatidz |
| Conduct Division Musabaqah Skills Exhibition |
| Development of ALIVE Worksheets |
| Attendance to Madrasah-ALIVE trainings, activities and conferences |
| Monitoring of the implementation of Madrasah Education Program in ALIVE implementing schools Conduct of learners' activities to showcase their culture, talents and talents, and other ALIVE activities (Musabaqah and ALIVE Kumustahan) |
| Lead in the crafting and quality assurance of Performance-based Assessment/ Summative Tests in the different learning areas. |
| Lead in the development of contextualized learning resources by learning area for schools/learning centers (locally made activity sheets and TVI lesson episodes for MAPEH, MTB & TLE/EPP) |
| Provision of Printing Supplies for Reproduction of Self-Learning Activity Sheets for SY 2021-2022 |
| Lead in the quality assurance of Learning Resources (LRs), print and non-print, for the use of schools and learning centers (QA & digitization of locally made activity sheets, and QA of TVI lesson episodes) |
| Conduct of Advocacy Campaign for elementary schools |
| Provision of technical assistance to schools and LCs for the development, production, storage, and distribution of LMs |
| Monitoring and evaluation as to the implementation of K to 12 Curriculum |
| Conduct of Writeshops and Quality Assurance/Validation on the Preparation of Learning Activity Sheets for IP Learners |
| Procurement of materials for the contextualization of LAS, Community Engagement and other supplies needed for the implementation of IPED Program in all implementation schools |
| Payment of honorarium and travel expenses of IP Elders tapped during the IPED Community Engagment Activity |
| Procurement of supplies/materials to support IPED Program implementation in 5 implementing schools (Procurement of Sound System) |
| Procurement of materials for the development, reproduction and printing of IPED learning materials |
| Facilitating/Coordinating with ALS Teachers on the conduct of Literacy Mapping in 26 Brgys to improve enrollment, or to meet the 75 heads for each of the 54 learning groups organized |
| Capacity Building on Psychosocial Well-Being & Support for Teachers in ALS |
| Conduct of Presentation of Portfolio Assessment for ALS Completers SY 2021-2022 |
| Conduct of orientation and upskilling of teachers for a more effective implementation of the ALS Program |
| Conduct of monitoring and provision of technical assistance to ALS facilitators on ALS curriculum implementation |
| Conduct of Weekly Usapan |
| Conduct of meetings/conferences/school visits to provide technical assistance in terms of classroom management skills, instructional supervision, etc. needed in the conduct of End-of-School Year Activities, in the preparation and implementation of Catch Up Plan, and in making schools curriculum ready for SY 2022-2023 |
| Provision of Quarters 1&2 Learning Resources of SY 202-2021 (ROP-11-22-0194, ROP-11-22-0216, ROP-11-22-0007) |
| Conduct of Class Observations with PSDS |
| Provision of technical assistance in collaboration with ASDS, PRME, and CID to the 2021 NQESH Takers |
| Preparation of PRIME HRM L&D Templates in collaboration with the L&D team |
| Development and quality assurance of contextualized learning resources for elective, specilaized subjects and TLE |
| Conduct of school monitoring in the implementation and utilization of the LRMDS |
| Conduct of coordination, monitoring and supervision on the establishment of learning resource centers in schools |
| Provision of Printing Supplies for the Reproduction of Quarter 3 and Quarter 4 SLMs |
| Conduct of coaching/training for LR evaluators, school LR coordinatrs, writers, and illustrators for skills enhancement |

OSDS

| | |
|--|--|
| Rendering legal advice or drafting legal opinions on matters of law, rules and regulations referred to by the SDS, ASDS and any DepEd personnel, whether teaching or non-teaching | Replenishment of Petty Cash Fund |
| Submit reports on complaints acted upon / submit reports on investigations conducted | Procurement of Security Services |
| Draft endorsement on complaints received | Preparation of Procurement documents for Common Used Supplies |
| Draft interpretations of laws and rules inquired upon | Procurement of Living Quarters |
| Submission of reports on complaints acted upon / investigations conducted | Downloading of Elementary MOOE |
| Evaluation of complaints | Downloading of JHS: MOOE |
| Conduct of investigations of complaints against teaching personnel indorsed by the RO | Downloading of SHS: MOOE |
| Preparation or review of MOAs and contracts | Payment of Operational Expenses (Accountable Forms, Electricity, Water, Mobile/Internet, Salary -Job Order, Travel) of IU DICNHS |
| Record signed payroll in the Check and ADA Disbursement Report | Payment of Operational Expenses (Accountable Forms, Electricity, Water, Mobile/Internet, Salary -Job Order, Travel) of IU DICNHS SHS |
| Record and submit signed LDDAP-ADA to servicing bank | Conduct of PT Cash Day |
| Inventory Google Sheet updated every end of the month | Conduct of Management Committee Meetings |
| Encoding of all documents thru Data Tracking System | Creation of inventory list and configurate orderly filing of documents inside the storage room for easy access easy access and retrieval |
| Checking of documents received, released and forwarded via the Document Tracking Systems for said period. | Preparation and issuance documents for all procured and delivered supplies /items and equipment to the end -users. |
| Downloading of documents for recording and storage of permanent Records | Conduct of Semi - Annual Physical Count of Property, Plant and Equipment for 2021 year end inventory. |
| Conduct regular Database Backup for DTS, HRIS, Payroll System. | Conduct of Disposal of unserviceable DepEd Assets with the threshold of Fifteen Thousand and above /less than Fifteen Thousand Threshold (Semi - Expendable Items). |
| Conduct ICT Monitoring | Orientation and Technical Assistance to School Heads on the Conduct of School Partners' Convergence |
| Maintainance of a functional website with atleast 26 days web presence per month. | Acceptance of donations and resources generated for schools and SDO from donors and partners |
| Implementation of the new payroll system in the Division Office | MOA/MOU on partnerships for PPAs in schools and SDO |
| Conduct preventive maintenance, and provide technical assistance and trouble shooting on ICT Infrastructure | Turn-over and acceptance of donations |
| Maintain Document Tracking System | Reported the implementation of the 5S standards in every divisions, sections and units of the Schools Division Office adhering to the standards of <i>organizing documents and workplace.</i> |
| Conceptualization of new information system for the School, or Division Office/Regional Office. | Review of Daily Time Records of every personnel and indication of the number of Absences and Tardiness incurred by personnel and encoding the result in the template provided by the Civil Service Commission. |
| Facilitation of ICT Training for teachers | Submission of Report of Tardiness and Undertime of Teaching and Non-Teaching personnel submitted to the Management and Civil Service Commission. |
| Provision of technical assistance to teachers in accessing LMS, O36, DepEd Email and other Information System | Conduct of seminars and upskilling on financial management and financial updates to School Heads and Budget and Finance Personnel |
| Distribution of feedback forms to the clients for purposes of rating the services recieved. | Receipt of delivery of procured items/supplies , materials and equipment |
| Implementation of government service functions based on client satisfaction surveys. | Issuance of the Inventory Custodian Slip/s (ICS) |
| Evaluation of leave forms and forwarded to concerned approving authority. | Issuance of the Property Acknowledgement Receipts (PAR formerly MR) |
| Evaluation of Daily Time Records and encoded in the Forms 7 excel file for submission to the Regional Payroll System Unit. | Conduct of Division Physical Count, identification and recording of the DepEd Assets using the RPCPPE /RPCI Templates |
| Publication of vacant positions in the Civil Service Commission Job Portal. | Conduct of inspection, identification and recording of the Unserviceable properties for disposal using the Waste Materials Report and IIRUP Template |
| Issuance of appointments to the published vacant positions | Implementation of Results-based Performance Management System (RPMS) in accordance to the schools' prevailing situations and realities |
| Approval of appointments and deployments, and evaluation and recommendation personnel actions (promotions, transfers, reassignments, and reinstatements and dropping from the rolls) on all personnel of the Schools Division, except the Assistant Schools Division Superintendent/s; | Implementation of the adopted feedback mechanism tool of the DepEd. |
| Issues Division Memorandum on personnel action (reassignments, detail and dropping from the rolls) of affected personnel in the Schools Division. | Payment of FY 2022 Service Recognition Incentive (SRI) P 9,000.00 including IU School |
| Payment of GMS (General Management Services - Salaries | Payment of FY 2022 (Addl) Service Recognition Incentive (Sri) P 6,000.00 including IU School |
| Payment of Learners Support Personnel Salaries | |
| Payment of Policy & Research Salaries | |
| Payment of CID Salaries | |
| Payment to Elementary Salary | |
| Payment to JHS Salary | |
| Payment to SHS Salary | |
| Payment to IU-DICNHS Salary | |
| Payment of CY2022 Subsistence, Laundry Allowance and Hazard Pay-Magna Carta Benefits Of Public Health Workers Under R.A. 7305 | |
| Procurement of Drinking Water | |
| Payment of Operational Expenses (Accountable Forms, Electricity, Water, Mobile/Internet, Salary -Job Order, Travel) | |