DIVISION MEMORANDUM
No. 301, s. 2015

TO : MS. OLIVA P. MIRANDA
OIC-ASDS

MRS. AIDA A. BIONGAN
Chief – CID

MR. EMMANUEL P. HUGO
Chief – SGOD

MS. ANALIZA C. ALMAZAN
EPS – LRMDS

MR. ALBERT S. ESPINO
SEPS – School Management, Monitoring & Evaluation

MS. ANAMERTHY I. REGALA
SEPS - SocMob

MR. XAVIER S. FUENTES
SEPS – Planning & Research

MR. AIRON M. ALEJANDRO
Planning Officer III

MR. PETER-JASON C. SENARILLOS
EPS II - SocMob

MS. MYLEEN C. ROBIÑOS
PDO II – LRMDS

MR. REYZEN O. MONSERATE
ADA VI - CID

This Division

SUBJECT : 2015 Digos City Division Annual Accomplishment Report Preparation
1. It is important that the Schools Division Office will come up with an Annual Accomplishment Report for the Calendar Year 2015 in order to highlight the Division’s achievements, accomplishments, activities undertaken, projects and programs.

2. This Annual Accomplishment Report will serve as a testament of the best efforts of teaching, teaching-related, and non-teaching personnel under this division in response to our agency’s vision, mission and mandate. The report will also serve as a show window of our division to our stakeholders and partners.

3. In view of the above, you are hereby designated as members of the Technical Working Group (TWG) which will prepare the 2015 Annual Accomplishment Report. As such, you will undertake activities related to the preparation of the report such as gathering data, consolidation of data, preparation of the draft and final report and other activities which may be necessary to the completion of the report.

4. You will refer to the Matrix of Activities and Timeline of the report preparation herein attached for your individual tasks and the respective timeframes.

5. For compliance.
<table>
<thead>
<tr>
<th>Task</th>
<th>When</th>
<th>Who</th>
<th>Expected Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Initial meeting</td>
<td>Nov 16</td>
<td>ASDS, Chiefs, Soc Mob</td>
<td>Organization of TWG, draft memo crafted, terms of reference created.</td>
</tr>
<tr>
<td>2 Preliminary Conference of TWG</td>
<td>Nov 19</td>
<td>Identified members of TWG</td>
<td>TORs delivered to each member, final memo to all EPS/Coordinators.</td>
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<tr>
<td>3 Gathering of Accomplishment</td>
<td>Nov 19-24</td>
<td>Chiefs/Unit Heads/Planning and Research</td>
<td>Accomplishment reports submitted to TWG</td>
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<tr>
<td>4 Preparation of Write-up</td>
<td>Nov 19-20</td>
<td>M &amp; E, Soc Mob</td>
<td>Rationale, etc</td>
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<tr>
<td>5 Preparation of Graphics, pictures and Layout</td>
<td>Nov 25- Dec 4</td>
<td>PDO, ADA</td>
<td>Report layout</td>
</tr>
<tr>
<td>6 Review of draft and editing</td>
<td>Dec 8</td>
<td>Identified members of TWG</td>
<td>Edited report</td>
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<tr>
<td>7 Final Reading</td>
<td>Dec 10</td>
<td>SDS</td>
<td>Final recommendation forwarded to TWG</td>
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<tr>
<td>8 Final Editing</td>
<td>Dec 11-18</td>
<td>TWG</td>
<td>Final report</td>
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<tr>
<td>10 Distribution of final report to stakeholders</td>
<td>First week of January</td>
<td>Soc Mob</td>
<td>Stakeholders received 2015 Annual Report</td>
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