TO : Curriculum Implementation Division  
School Governance Operation Division  
Office of the SDS Head of Sections  
PSDS, Secondary School Principals  

FROM : DEE D. SILVA, DPA, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge  

SUBJECT : Annual Accomplishment Report CY 2015  

DATE : November 16, 2015  

1. Year-ending is fast-approaching and the Division Accomplishment Report for CY 2015 is highly needed.  

2. In this premise, the Coordinators and Designates of Program/Project/Activity/Special Assignment and Section Heads are enjoined to submit Accomplishment Report that summarizes the milestone of this Calendar Year at their respective fields.  

   The report should have the following contents:  
   a. Detailed presentation of the accomplished activities  
   b. Data  
   c. Photographs  
   d. Tables/Graphs  

3. The School Principals/School Heads and Coordinators must prepare their School Accomplishment Reports to be submitted to the District Office for consolidation. The District Office shall only submit the consolidated documents to the Annual Accomplishment Report Technical Working Group (TWG) in hardcopy and softcopy. Softcopies shall be emailed to this address: reyzen.monserate@deped.gov.ph. Deadline for this report will be on or before December 4, 2015.  

4. Attached herewith is the template of Annual Accomplishment Report for your information and guidance.  

5. Wide and immediate dissemination of this Memorandum is desired.  

For and the absence of the ASDS-OIC  

OLIVA P. MIRANDA, MPA, CESE  
OIC-ASDS
ACCOMPLISHMENT REPORT 2015
(Learning Area/ Special Project/District)

Note: No individual school report to be submitted to the Division

Rationale: *one paragraph only*

Accomplishments: *Detailed and supported by data. Either tabular or table, graphs and pictures.*

Recommendation:

Paper size: A4
Font - Arial -12
Double space
Alignment-Justify
Margin Left-1.5"
  Right-1"
Bottom-1"
  Top-1"
# ANNUAL ACCOMPLISHMENT REPORT 2015
## Matrix of Activities (Updated as of 11/16/15)

<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 9</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 16</td>
<td>Identified members of TWG</td>
<td>TORs delivered to each member, final memo to all EPS/Coordinators.</td>
</tr>
<tr>
<td>3 Gathering of Accomplishment</td>
<td>Nov 16-Dec 4</td>
<td>Chiefs/Unit Heads/Planning and Research</td>
<td>Accomplishment reports submitted to TWG</td>
</tr>
<tr>
<td>4 Preparation of Write-up</td>
<td>Nov 19-23</td>
<td>EPS-LRMDS, M &amp; E, Soc Mob</td>
<td>Rationale, etc</td>
</tr>
<tr>
<td>5 Preparation of Graphics, pictures and Layout</td>
<td>Nov 25- Dec 4</td>
<td>Mr. Fuentes, 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>
</tr>
<tr>
<td>7 Final Reading</td>
<td>Dec 10</td>
<td>SDS</td>
<td>Final recommendation forwarded to TWG</td>
</tr>
<tr>
<td>8 Final Editing</td>
<td>Dec 11-18</td>
<td>TWG c/o Mrs. Biongan</td>
<td>Final report</td>
</tr>
<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>
</tr>
</tbody>
</table>