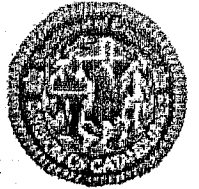


ASVC



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



March 29, 2016

DIVISION MEMORANDUM
No. , 30 s. 2016

**SUBMISSION OF SCHOOL YEAR-END REPORTS
SCHOOL YEAR 2016-2017**

RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date: MAR 30 2016
Time: 1:20 PM
By: [Signature]

TO : Chiefs, Curriculum Implementation Division (CID) &
School Governance & Operation Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

1. In order to have an updated and a data-driven plans and actions, this Office requires the Elementary and Secondary school heads to submit reports to the concerned Schools Division Office personnel for SY 2015-2016, on or before April 29, 2016.
2. List of required reports is found in the enclosure together with the template for the Schools Division Clearance.
3. Data submitted should be properly labeled and received by the Records Section before giving it to the concerned SDO personnel.
4. Immediate and widest dissemination of the Division Memorandum is earnestly desired.

[Signature]
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Inc: As Stated

To be included in the Perpetual Index
Under the following subjects:

ACCOUNTABILITY BEIS MONITORING PLANS REPORTS

CONCERNED SDO PERSONNEL	REQUIRED REPORTS	TO BE SUBMITTED BY																								
A.SDS																										
B.ASDS	* Monthly Monitoring and Supervisory Report * RPMS-OFCRF for school heads with valid Means of Verifications (MOVs) and IPCRF of teachers	Elem. and Sec. School Heads																								
C. ICT	Please refer to attachment No. 01.	Elem. and Sec. School Heads																								
D. Accounting	* Liquidation report for Cash advances, MOOE/SBM/SBFP/BUB/Other Financial Assistance or Grants * Financial Report of Schools with Fiscal Autonomy	Elem. and Sec. School Heads																								
E, AO V-Budget	*Budget and Financial Accountability Reports (BFARs) except FAR 4	Elem. and Sec. School Heads																								
F. AO V-Admin.	*Statement of Assets and Liabilities *Performance rating of Non-Teaching Personnel (For July-December , 2015) PCRF	Elem. and Sec. School Heads																								
G. AO IV-Personnel	*PVP Report *Report of Teachers with unpaid salaries and other benefits	Elem. and Sec. School Heads																								
H. AO IV-Supply	*Annual Physical Inventory of Textbooks/Teachers' Manual (Elem. & Sec.) *Inventory of Tablet Armchairs (Elem. & Sec.) *Inventory of IT Equipment (Elem. & Sec.)	Elementary and Secondary School Heads																								
I.AO IV-Records	*Results-Based Performance Management System (RPMS) (signed/approved)	Elem. and Sec. School Heads																								
Cashier	*Signed Payroll both Elem. & Sec., PIB, etc.	Elem. and Sec. School Heads																								
CURRICULUM IMPLEMENTATION DIVISION																										
A. Josefa V. Zape	* Monthly Accomplishment Reports * IPCRF	CID Personnel																								
B. Amelia B. Cabrera	* Accomplishment Report of EPP/TLE/TVE * Report on the Operation of School Canteen. To include the following: I. Introduction II. Highlights of the Operation III. Financial Statement IV. Issues and Concerns V. Next Plans an Actions VI. Recommendations VII. Pictorial * Profile of Teachers by Specialization (Secondary)	Elementary and Secondary School Heads																								
<table border="1"> <thead> <tr> <th>Teacher</th> <th>Specialization</th> <th>NC-2</th> <th>TM</th> <th>No. NC</th> <th>Intended NC</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Teacher	Specialization	NC-2	TM	No. NC	Intended NC																			
Teacher	Specialization	NC-2	TM	No. NC	Intended NC																					
C. Gina L. Custodio	* ZLAC Accomplishment Report for Kindergarten and Multigrade *District Consolidated SReYA Report with School From 2-A, 2-B, Pupil Scoring Sheet	Elementary School Heads																								

D. Jezrahel T. Omadto	<ul style="list-style-type: none"> * Inventory of difficult LCs/grade level * Accomplishment of Report from STE, SSES Schools * Performance in Division and Regional Competition <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">EVENT</th> <th style="width: 33%;">CONTESTANT</th> <th style="width: 33%;">COACH</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	EVENT	CONTESTANT	COACH										Elementary and Secondary School Heads																								
EVENT	CONTESTANT	COACH																																				
E. Gina B. Pantino	<ul style="list-style-type: none"> * MTB-ML:E Pilot Implementation Accomplishment Report (Include List of Pupils) (For Virac Pilot Elementary School only) * Financial Report of Campus Journalism Fund per school (secondary) * Report on School Reading Intervention Program * Reading Recovery Program Accomplishment Report (JMAMES & VPES) 	Elementary and Secondary School Heads																																				
F. Rommel G. Petajen	<ul style="list-style-type: none"> * Accomplishment Report of Mathematics Instruction based on the school SY 2015-2016 Action Plan (Include pictorials) * Accomplishment Report of Mathematics Club (Include pectorals) * List of indentified lest learned skills 	Elementary and Secondary School Heads																																				
G. Nelson T. Sicio	<ul style="list-style-type: none"> * Accomplishment Report in MAPEH * Accomplishment Report for SPA, SPS 	Elem. and Sec. School Heads																																				
H. Cynthia T. Soneja	<ul style="list-style-type: none"> * SPG/SSG Accomplishment Report * Accomplishment Report in Araling Panlipunan * SPG Action aligned to 11 pt. Agenda * ZLAC Outputs * SPED Accomplishment Report, SY, 2015-2016 <ul style="list-style-type: none"> I. Introduction II. Objectives III. Highlight of Accomplishments <ul style="list-style-type: none"> 3. Enrolment by Exceptionality 4. Personal Profile <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Name (SPED & Receiving Teachers</th> <th style="width: 15%;">Position</th> <th style="width: 15%;">Class Handled</th> <th style="width: 15%;">Educ'l Qualificati on</th> <th style="width: 15%;">No. of YEARS Handling SPED</th> <th style="width: 15%;">Age</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name (SPED & Receiving Teachers	Position	Class Handled	Educ'l Qualificati on	No. of YEARS Handling SPED	Age																															Elementary and Secondary School Heads
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I .Ma. Gina M. Templonuevo	<ul style="list-style-type: none"> * Ulat tungkol sa mga nagawang pananaliksik sa Filipino * ZLAC Accomplishment Report * Ulat Ng Mga Naisagawa sa Filipino (SY 2015-2016) <p>Porimat</p> <ul style="list-style-type: none"> I. Introduksyon II. Mga Layunin III. Mga Nagawa (with pictorials) IV. Mga Suliranin V. Rekomendasyon 	Elementary and Secondary School Heads																																				
J. Rosa T. Tusi	Please refer to attachment No. 02.	Elem. and Sec. S. H.																																				

sslyn T.
way

Please refer to attachment No. 03.

Elem.
Sec. School
Heads

ALTERNATIVE LEARNING SYSTEM (ALS) c/o Mrs. Rufina M. Tabor & Mrs. Jane T. Tuplano
(Please refer to attachment No. 04)

SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)

A. Miguel C. Ogalinola

- * Approved School Board Budget FY 2016 (PSDS, Secondary School Heads)
- * Action Plan on Division Mantra "Every Catandungan Excels"

Elem. and
Sec. School
Heads

B. Human Resource Development

- * NCBS – TSNA
- * IPPD – SPBD
- * Core Competency Profile
- * Scholarship Grants

Elementary
and
Secondary
School
Heads

Name	Position	School/Office	Title of Scholarship Program	Sponsoring Agency	Date Started	Expected Date of Completion	Status

C. Social Mobilization & Networking

- * Adopt School Program
- * Stakeholder's Profile

D. Monitoring & Evaluation

- * Update on SIP
- * Name of School BAC School M & E Team
 - 1 Team Leader
 - 2 Members
 - 1 School SBM Coordinator
- * Technical Assistance needed from SDO and indicate which of those t have been addressed by SDO

Elementary
and
Secondary
School
Heads

Health Section

- * Annual Physical Examination From 86
- * End Line Nutritional Status Report
- * Annual Chest X-ray (as requested by the Physician per DepEd Memorandum Bo, 22, s. 2015)
- * SBFP – Terminal Report (Recipient Report)
- * Accomplishment Report For Gulayan sa Paaralan (Recipient School)

Elementary
and
Secondary
School
Heads

School Facilities

- * Status on the Titling of School Sites (Consolidated by District)
- * Updated Number of School Building/Structures Constructed/Repaired/Rehabilitated and eh Usage of each Room/Building 2015-2016 using the same format

Elementary
and
Secondary
School
Heads

Building Structure	Work Done	Usage/ Occupant	Source of Fund	Estimate d Cost
RP-US Building	Repaired 3 Classroom roofing and ceiling	Grade III & Office	Regular SBP fund; SBRMS; Donated by PTA, etc.	Php 50,000.
1 classroom	New Construction	Office/Academic Class	Sagip Eskwela Project.; FFCCCI Inc.; LGU; SEF; Donated by ____	Php 430,000

*List of Donors and Donation as Received during School Year 2015-2016, to include facilities, equipment, books and other supplies, cash, etc.

Sample:

Donor	Donation	Estimated Cost	Received By	Utilization	Remarks
Mr. John Cruz	Cash	Php20,000	School Head	Repair CR	Completed with PTA funds
Mr. Co	20 volume Supplementary Readings	Php10,000	School Had	School Library	Distributed
Batch 85	50 m. concrete fence	Php70,000	School Head/PTA	Grade V-VI	On-going, etc.

*List of Schools Without Buildable Space (Consolidated by District/Secondary)

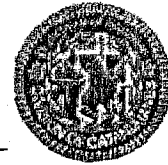
*Number Status of furniture received (indicate the Funding Year)

Sample:

Funding Year	Name of Furniture	Numbers	Status
SFP 2014	Armchair-Combination of Steel and wood	50	Good Condition
SPF 2015	Teacher's Table and Chair	1 set	Made of soft lumber, etc.



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



DIVISION CLEARANCE

This is to certify that _____ of _____, School Year 2015-2016. It is understood, however, that any other accountability that may be found unsettled after issuance and approved of the same shall still be assumed and settled by the concerned requesting officials/personnel.

NAME	SIGNATURE	DATE SIGNED
JENNIFER METICA		
ANGELO JAMES O. AGUINALDE		
MA. CIELO C. TUBALE		
EVA S. TOLENTINO		
MARICHELE B. LLAVE		
CRISTINA T. BARRAMEDA		
ELIZABETH IFURUNG		
CARMELA MOLOD		
JOSEFA V. ZAPE		
AMELIA B. CABRERA		
GINA L. CUSTODIO		
JEZRAHEL T. OMADTO		
GINA B. PANTINO		
ROMMEL G. PETAJEN		
NELSON T. SICIO		
CYNTHIA T. SONEJA		
MA. GINA M. TEMPLONUEVO		
ROSA T. TUSI		
JESSLYN T. TAWAY		
RUFINA M. TABOR		
JANE TUPLANO		
MIGUEL C. OGALINOLA		
AMYLOU B. CELSO		
RODGER MATIENZO		

Requesting Official/Personnel:

Name in Print and Signature

Position

Recommending Approval:

BERNIE C. DESPABILADERO
OIC, Asst. Schools Division Superintendent

APPROVED:

SOCORRO V. DELA ROSA
Schools Division Superintendent

ICT REPORTS

1. Number of Computer Units under DepEd Computerization Program(DCP)/Other Sources and its Status

School	DCP Recipient		Other Sources		No. of Computer Units			Internet Connectivity				Source of Fund		W/out Internet Access	Remarks	
	Batch No.	Date Received	DTI, Alumni, LGU, TechVoc, etc.	Date Received	Functional	Non Functional	Total	Pocket Wifi	LTE/Plan	Signal Strength	ISP	DICP	MOOE			Others

2. Report on the Utilization of E-classroom(Computer Units) under DCP

Please attach the following:

- a. E-classroom Utilization Schedule
- b. Logbook for E-Classroom(ICT Packages)Utilization
- c. Logbook for Borrowed ICT Packages

3. Report on the Utilization of DCP funds (for DICP recipient s only)

Please attach the following:

- a. Logbook for the Utilization of DICP
- b. No. of users (pupils/students/teachers)
- c. No. of accounts maintained

4. Report of Teachers and School Heads with/without ICT related Trainings

Name of Teacher/School Head	Position	No. of Years in Teaching	Trainings Attended	Trainings Needed

5. ICT Trainings conducted in school (w/ pictorials)

Note: Reports should be placed in one folder (long)

/b/m-ICT

**GUIDANCE IN EDUKASYON SA PAGKATAO
SY 2015-2016**

A. District: _____

B. Secondary School: _____

Guidance	Edukasyon sa Pagpapakatao
A. Training Needs 1. 2. 3. ↓	B. Training Needs 1. 2. 3. ↓
C. Curriculum Materials 1. 2. 3. ↓	D. Curriculum Materials (Books, References, etc.) 1. 2. 3. ↓

Prepared by:

ATTACHMENT NO. 02

Alternative Learning System (ALS) Year-End Reports CY 2015

1	Work & Teaching Load CY 2016 (use the revised template)
2	Action Plan CY 2016
3	Performance Target CY 2016
4	2015 IPCRF (Part I -- IV)
5	Success Stories of Learners (hard & soft copy)
6	District Tracking of A & E Passers (1999 to 2014)
7	15 – 30 Abot Alam 3 tracks (Education, Entrepreneurship & Employment) using the color coded template (red & black color) (softcopy)

- I. ISSUES AND CONCERNS
- II. RECOMMENDATIONS
- III. OTHER ACCOMPLISHMENTS with pictorials (January to March 2016)
- IV. BEST PRACTICES

Prepared by:

DALSC/Mobile Teacher/Abot-Alam Tr

NOTED:

Public Schools District Supervisor

➤ DISTRICT TRACKING OF A&E TEST PASSERS

Name of Passer	Gender	Present Address	Year Passed	Highest Educ'l Attainment	Current Status

Prepared by:

DALSC/Mobile Teacher/Abot-Alam Tr

NOTED:

Public Schools District Supervisor

Alternative Learning System

1. Action Research conducted in CY 2015
2. Photocopy of Project Proposals submitted to LGU/other agencies for funding purposes for the last two years
3. Total numbers of ALSD Target Beneficiaries by Barangay and by Purok

Barangay Total Population	No. of Males								No. of Females							
	5 & below	6-11	12-15	16-24	25-29	30-39	40-49	50 & above	5 & below	6-11	12-15	16-24	25-29	30-39	40-49	50 & above
Purok 1																
Purok 2																
Purok 3																

4. Name of Facilitators and IMS who are handling Learning Session. Attached this with the Facilitator's IMs Profile, Service Contract (LGU Funded, Literacy Volunteers, Abot Alam and Abot Alam Teachers)

Name	Address	Degree	ALS Training attended & when	Title of Programs, Projects conducted	Date Starter	No. of Learners		Barangay	Source of Funds
						M	F		

5. Terminal Report of Literacy Volunteer
6. Learner Profile 1st Quarter s of March 2016 with PIS & GFLT scores)
7. 1st Quartet Accomplishment Reports
8. Learner Success Story (submit at least 3 successes stories per implementer)
9. Testimony (what other people say about ALS at least 3 per implementers e.g LGU, Barangay/Municipal, Provincial, Community, learners, other stakeholders)