



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

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January 06, 2020

DepEd, Division of Catanduanes

RECORDS SECTION

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DIVISION MEMORANDUM  
OSDS-SGOD-DM-0005s. 2020

**PREPARATION AND SUBMISSION OF DIVISION ANNUAL ACCOMPLISHMENT REPORT (AAR) FOR CY 2019**

TO: Asst. Schools Division Superintendent  
Chiefs, Curriculum Implementation Division (CID)/OIC &  
School Governance & Operation Division (SGOD) ✓  
All Education Program Supervisors ✓  
All Public Schools *District Supervisors*  
Programs & Projects Coordinators  
All concerned

1. To support to the current directions of the Department in enhancing the performance and quality of the learning system, an accomplishment report of programs, projects, activities (PPAs) and targets is required annually to assess if these are well implemented and targets of the division are achieved or not or needs to be improved as far as monitoring and evaluation is concerned.

2. In connection with this, all School Division Offices are advised to submit Annual Accomplishment Report (AAR) Calendar Year 2019 per Regional Unnumbered Memorandum dated November 20, 2019 to the Regional Quality Assurance Division (QAD) on January 31, 2020.

3. Further, the Schools Division Office has created Division Committee for the Preparation of Annual Accomplishment Report per Division Memorandum No. 10, series 2018. Said Committee composed of the Schools Division Superintendent (SDS) as the Adviser, Asst. Schools Division Superintendent (ASDS) as the Chairman, Chiefs of Curriculum and Implementation Division (CID), School Governance and Operation Division (SGOD) as the Vice-Chairmen, Members: Education Program Supervisors (EPSs)/Coordinators (Testing, ALS, Programs & Projects), Health and Nutrition, Physical Facilities/Engineer, Finance Officers, Supply Officer, Senior Education Program Specialists, Planning Officer III.

4. Data submitted should be in narrative with tabular/graphical presentation and have the following:

- \* INTERPRETATION
- \* ANALYSIS
- \* CONCLUSION
- \* RECOMMENDATION and
- \* INTERVENTION OR SOLUTION.
- \* DOCUMENTATION/PICTURES

5. To ensure the submission of complete, comprehensive and quality assured Annual Accomplishment Report CY 2019, it is required that the concerned members of the Division Committee for the Preparation of Annual Accomplishment Report, should take active part in its preparation and are hereby required to submit the attached concerned data on or before **Friday, January 17, 2020**.

6. Both hard and e-copies of the requested data shall be submitted to the Planning & Research Unit.

7. Immediate dissemination, guidance and compliance of this Memorandum is hereby directed.

**DANILO E. DESA**  
Schools Division Superintendent

Encl.: As stated

References: Unnumbered Regional Memo dtd No. 20, 2019  
Division Memorandum No. 10, series 2018

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

Annual Accomplishment Report  
Reports

**ACCESS:**

**Kindergarten Education Program**  
**c/o Public & Private Kindergarten Coordinator Dr. Gina L. Custodio**

1. 5-Year Comparative Report on Enrolment in Public & Private Kindergarten (5 y/o only) schools.
2. Actual enrolment in Public & Private Kindergarten (current school year).
3. No. of schools implementing Kindergarten
4. No. of teachers handling Kindergarten
5. Other regional and national accomplishments & awards garnered with pictures and/or documentations.
6. Problems encountered and intervention/solutions applied.

**Private Elementary & Secondary Schools**  
**c/o In-Charge for Private Elementary & Secondary Schools**  
**Dr. Gina L. Custodio/Mr. Romel G. Petajen/Mr. Achilles Alberto I**

1. 5-Year Comparative Report on Enrolment of private elementary & secondary level
2. Name of private schools and number of teaching personnel per school
3. Private Schools Curriculum Offerings (Tracks, Strands & Specializations)
4. 2019 calendar of activities and accomplishments
5. Reinforcing Private Education
  - a. Name of Schools with Permit to Operate by Level (Preschool, Elementary & Secondary)
  - b. GASTPE/ESC/EVS/TSS with comparative graphical presentation and analysis.
  - c. Ratio/Proportion of HS students under the GASTPE who are completers/graduates.
  - d. 5-Year Comparative (graphical) presentation of ESC grantees

**Basic Education Performance**  
**c/o Planning and Research Unit**  
**(SY 2017-2022 Targets, Comparative Data and Analysis of Results)**

1. Performance indicators in Public Elementary & Secondary Schools (Targets vs Accomplishments)
2. 5-Year Comparative presentation of the following Indicators
  - a. Gross Enrolment Rate
  - b. Net Enrolment Rate (Participation Rate)
  - c. Transition Rate
  - d. Cohort-Survival Rate
  - e. Completion Rate.
  - f. Dropout Rate
  - g. School Leaver Rate
  - h. Graduation Rate
  - i. Repetition Rate
  - j. Promotion Rate
  - k. Retention Rate
3. 5-Year comparative report enrolment in Public Elementary & Secondary Schools (Jr & SHS)
4. Number of Elementary & Secondary Schools
5. Number of Teaching and Non-Teaching personnel in elementary & secondary schools
6. 5-Year comparative report on enrolment in Grade 10 (completers)

**Report on Senior High School**  
**c/o Mr. Romel G. Petajen, SHS Coordinator & Ms. Marichelle B. Llave**

1. 3-Year Comparative Enrolment in Grade 11 & 12 in Public Secondary Schools
2. No. of Public SHS Teaching and Non-Teaching Personnel
3. Public Senior High Schools curriculum offerings (Tracks, Strands & Specializations)

**Physical Facilities (Targets vs Accomplishments)**  
**c/o SDO Engineer Roger Matienzo**

1. List of Barangay without Elementary Schools (Identify if feeder barangay/s to a nearby school)
2. List of Municipalities without Secondary/Barangay Schools
3. Number of classrooms constructed/rehabilitated/repaired
  - a. Science Laboratory
  - b. Multi-Media Laboratory Room
  - c. H.E.
  - d. Industrial Arts Rooms
4. Classroom needed
5. Furniture/seats needed
6. WATSAN (number of facilities and the prevailing ratio)
7. School sites: Number of schools with program for acquisition, titling and surveying.



8. Number of Schools with program for acquisition, titling and surveying.
9. Problems encountered and intervention/solutions applied.

**Support for Multi-grade Schools**  
**c/o Multigrade Coordinator/In charge Dr. Gina L. Custodio**

1. List of Schools with Multigrade classes and its enrolment by grade level and sex.
2. Total available learning materials (Inventory).
3. Report on Target vs Accomplishments.
4. Problems encountered and intervention/solutions applied.

**ALTERNATIVE LEARNING SYSTEM c/o**  
**ALS Education Program Specialist II**  
**(SY 2014-2015 TO SY 2018-2019)**

1. 5-Year comparative enrolment and completers in ALS Program (BLP)
2. Summary of Enrolment & Completers in all ALS Programs
3. Number of takers and % of passers of A&E for the last 5 years
4. 5 Years Comparative Results of Accreditation & Equivalency Test: Test Takers & Passers
5. Functional Literacy Rate Comparative
6. A&E % of takers and passers for the last 3-5 years
7. 2018 Calendar of Activities and Status
8. Accomplishment Report on Division Initiated Projects
9. Major Programs & projects Accomplishments 2018
10. Problems encountered and intervention/solutions applied.

**Alternative Delivery Mode (ADM) In -Charge**

1. Number of clientele/enrolees/recipients/learners by project.
2. Expansion of Programs & Projects/Learning System
3. Problems encountered and intervention/solutions applied.

**IMPROVING QUALITY AND EFFICIENCY**

1. NATIONAL ACHIEVEMENT TEST RESULTS & Other Assessment c/o Ms. Sarah Chiong/Frankie Turalde
2. NUTRITIONAL STATUS OF PUPILS/STUDENTS c/o Health & Nutrition Unit
  - 5-Year Baseline & End line Comparative presentation on **Elementary & Secondary** Nutritional Status (Wasted, Severely Wasted, Normal, Overweight and Obese); Number of pupils/students weighed vs total number of enrolments
  - Problems encountered and intervention/solutions applied.

**PROGRAMS & PROJECTS CY 2018 – NATIONAL, LOCALLY FUNDED PROJECTS AND DIVISION INITIATED PROJECTS**  
**(Narrative Report; Targets vs Accomplishment in Table/Graph presentation with Analysis; Problem encountered and best practices)**

1. **K to 12 (Kinder to Grade 6; Grade 7 to 10; Grade 11 to 12) Prevailing problems**
  - a. Number of trained and untrained teachers
  - b. Number of available learning materials
  - c. Prevailing problems encountered and intervention/solutions applied
2. **MTB-MLE (Targets vs Accomplishments); Narrative report**
3. **ECARP (Targets vs Accomplishments); Narrative reports**
4. **Reading Recovery – Narrative report**
5. **MADRASHA/ALIVE c/o Ms. Erlinda Borbe, PSDS**
  - a. Number of classes organized
  - b. Number of Muslim Learners
  - c. Problem encountered, solutions/strategies applied/Intervention programs
6. **Special Education (SPED) & Inclusive Education c/o Ms. Cynthia Soneja EPS I**
  - a. Enrolment by exceptionalities
  - b. Number of schools with SPED classes
  - c. Number of Teachers by exceptionalities (Ration/Proportion)
  - d. Problem encountered, solutions/strategies applied/Intervention program
7. **Department Computerization Program/Information & Communication Technology (DCP/ICT) c/o Ms. Jenifer Metica ITO**
  - a. Report on full implementation of the program
  - b. Interconnectivity of operation website/laboratory room
8. **EBEIS/LIS c/o Planning & Research Unit**

c/o Dr. Gina L. Custodio

c/o Dr. Gina B. Pantino, EPS I, English

9. **Support to Science, Technology and Engineering HS** c/o ]ezz Omadto, EPS-Science
10. **Support to Special Elementary Science School,**
- Report on Special Science Programs.
  - Number of Schools implementing Special Science Programs
  - Targets vs Accomplishments as reported in the PMIS
  - Problems encountered. Solutions and intervention applied.
11. **Support to Secondary Schools with Special Program for Arts & Sports** c/o CNHS Principal
- Report of the accomplishments of the program
  - Problems encountered. Solutions and intervention applied.
12. **Implementation of Re-designed Tech-Voc HS Program**  
c/o Tech-Voc Coordinator Ms. Amy Cabrera/Principal of PSAT/SAVS/CSF
- Number of enrolees per Tech-Voc schools
  - List of subjects offered (based on interest of Students)
  - Number of passers/NC & TM holders.
  - No. of Teaching & Non-teaching personnel
  - Problems encountered and intervention/solutions applied.
13. **Gulayan sa Paaralan, Pro-Poor Program**  
c/o Health & Nutrition Coordinator
- **Gulayan sa Paaralan:**
    - Impact of the project
    - No. of schools participated/implemented the program and presence of malnourished children
  - **Pro-poor Program**
    - Schools with feeding program and source of fund.
    - Number of malnourished children.
    - 3-Year comparative number of 4 Ps recipients by grade/year levels. (Increase/decrease).
    - Baseline data on the number of household & children
    - Implementation of Pro-poor programs: e.g.
  - **School-Based Feeding Program**
    - Total number of recipient schools
    - Problems encountered and intervention/solutions applied with regards to the programs.
14. **Implementation of Best Practices & Community of Practice (CoPs) – All Area EPS/PSDS/SCHOOL HEADS**
15. **International, National, Regional Competition Winners (with documentations). All EPS by Area**
16. **Update/Status in the Implementation of the following:**
- K to 12 Program Dr. Gina L. Custodio
  - Senior High School – Mr. Romel G. Petajen
17. **Accomplishment on the following: Concerned EPS**
- Learning Equity and Accountability Program Support (LEAPS)
  - Early Language on Literacy and Numeracy (ELLN)
  - Result Performance-Based Management System (RPMS)
18. Other programs & projects implemented in the division not included in the list.

## GOVERNANCE

- Financial Accomplishments/Budget Utilization per Program**
  - Approved budget FY 2018
  - Current/Continuing Appropriations (PS, MOOE, CO, RLIP)
    - Allotment Received
    - Obligations Incurred
- Accomplishment report in the Implementation of School-Based Management** c/o Ms. Sarah S. Chiong
  - Problems encountered and intervention/solutions applied with regards to the programs.
- Scholarship grants SY 2018** c/o HRTD Ms. Aroline Borja
- Retooling of Teachers, Education Managers and Non-Teaching Personnel:** c/o HRTD Ms. A. Borja
  - Number of trained & untrained teachers (improvement of performance)
  - Number of trained & untrained school managers
  - Number of trained & untrained non-teaching personnel.
  - Reviewing the role of assessment
    - Teacher
    - Pupils/Students
    - School
    - Outcomes



- Attitude
- Performance

- 5. Accomplishment report on Research & Development c/o R.L. Pahuyo**
- 6. Accomplishment Report on Monitoring and Evaluation**
  - a. Number of Trainings monitored and Assessed (State findings)
  - b. School Improvement Plan/School Report Card (SIP)
  - c. Problems encountered and intervention/solutions applied.
- 7. Accomplishment Report on the Youth Formation Activities c/o Rosario Vegim/Eva Carino**
  - a. No. of elementary & secondary schools implemented School Government Program (SGP); Supreme Student Government (SSG) Activities
  - b. No. of Schools which has Career Guidance Program
  - c. Problems encountered and intervention/solutions applied.
- 8. Accomplishment Report on Disaster Risk Reduction Management (DRRM) & Climate Change Adaptation (CCA) CY 2018 c/o Ms. Maria Audrea L. Vivo**
  - a. No. of schools which has courses/trainings on DRRM & Climate Change Adaptation (CCA).
  - b. No. of teaching personnel who received courses/trainings on DRRM & CCA.
  - c. No. of pupils/students who received courses/trainings on DRRM & CCA.
  - d. Problems encountered and intervention/solutions applied.
- 9. Gender and Development (GAD) & Child Protection Accomplishment Report c/o MJ Romero**
  - a. GAD & Child Protection activities implemented in the Division.
  - b. Problems encountered and intervention solutions applied with regards to the program.
- 10. Accomplishment Report on Adopt-A-School Program c/o SOCMOB**
  - a. Number of Schools Elementary & Secondary participated in Brigada Eskwela
  - b. School Partnership & linkages
  - b. Problems encountered and intervention solutions applied with regards to the programs

**CLOSING THE GAPS (Targets vs Accomplishments)**

1. Equal Distribution of Resources. 5-Year Comparative Report on:
  - a. Pupil-Teacher Ratio – c/o Planning & Research Section
  - b. Pupil/Student-Classroom Ratio – c/o Roger Matienzo
    - Number of classroom constructed/rehabilitated/repaired
    - Classroom needed
  - c. Furniture/seats needed c/o Roger Matienzo
  - d. Report on number of elem. & sec. schools with WATSAN (serviceable) c/o Roger Matienzo
  - e. Pupil-Textbook Ratio – c/o Cristina Barrameda in coordination with LRMS
    - 5-Year Comparative Textbook Data in the Division
    - Problems encountered and intervention solutions applied
  - f. School Sites
    - Number of schools with documents of ownership of school site
    - Number of schools with program for acquisition; for titling; survey