Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES
SAN ROQUE, VIRAC, CATANDUANES

DEPED DIVISION OF CATANDUANES
RECORDS SECTION
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February 14, 2022

DIVISION MEMORANDUM
No. 83, s. 2022

PREPARATION AND SUBMISSION OF ANNUAL ACCOMPLISHMENT REPORT (AAR) FOR CY 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the District
Section/Unit Heads
PPAs Focal Personnel
All Others Concerned

1. In connection to the Regional Memorandum No. 008, s. 2022, this Office enjoins all the concerned SDO personnel on the **Preparation and Submission of the 2021 Annual Accomplishment Report (AAR)**.

2. Enclosed in this Memorandum are the Compositions of AAR Committees with the Terms of Reference (TOR), AAR Outline/Contents and Responsible Personnel, and the template for Programs and Projects Implemented for CY 2021.

3. All personnel involved in the preparation of AAR CY 2021 are allowed to render overtime (OT) services during weekdays, weekends and holidays when necessary to meet the timeline.

4. Both printed and e-copies of the reports to be submitted by each concerned personnel shall be submitted on or before **March 04, 2022** to the **Planning and Research Section** at email address **planning.ctd@deped.gov.ph** using the prescribed format/template.

5. For information, guidance, and compliance.

SUSAN S. COLLANO
Schools Division Superintendent

San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph

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COMPOSITION OF THE 2021 AAR PREPARATION AND SUBMISSION COMMITTEE AND TERMS OF REFERENCE

Focal Persons	Functions
Chairpersons SUSAN S. COLLANO MA. LUISA T. DELA ROSA	Oversees the preparation and submission of the AAR
Vice-Chairpersons MARY JEAN S. ROMERO ROMEL G. PETAJEN	Leads and supervises the preparation and submission of the AAR
Members	
ANJO G. TUGAY	Ensures the completeness and accuracy of the parts based on the education resource inputs/dashboard; Assists in the preparation of the report considering the milestones of the SDO *(DIO)*
SARAH S. CHIONG	Spearheads the organization of the M&E reports, prepares dashboard, and ensures the inclusion of the best practices
REY C. BONAYON	Prepares dashboard and provides analysis on the KPIs
JENNIFER B. METICA	Assists in the preparation and design of the AAR
ELIZABETH S. URBANO	Provides reports on professional development activities conducted, trainings, and other related accomplishments
AROLINE T. BORJA GINA L. CUSTODIO FRANKIE T. TURALDE JEZRAHEL T. OMADTO AMELIA B. CABRERA CYNTHIA T. SONEJA NIÑO GERARD C. CENETA GINA B. PANTINO NELSON T. SICIO MA. GINA M. TEMPLONUEVO EDGAR RIMA	Submits the highlights/success stories of accomplishments on the programs, projects, and activities implemented and checks on the mechanics and conventions of writing style
ANGELO JAMES O. AGUINALDE MARIFE D. BREQUILLO CRISTINA T. BARRAMEDA	Assists in the preparation and submission of AAR
Lead Office: SGOD **Secretariat: PRS/SMME**	

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AAR OUTLINE/CONTENTS AND RESPONSIBLE PERSONNEL/OFFICE

A. Preliminary Pages	OSDS SGOD-PRS/SMME
B. Basic Education Performance	PRS
1. Performance Indicators in Public Elementary and Secondary Schools – SY 2019-2020 to SY 2021-2022 a. 3-Year GER and NER b. 3-Year Participation Rate c. 3-Year Transition Rate d. 3-Year Cohort Survival Rate e. 3-Year Completion Rate f. 3-Year Drop-Out Rate/School Leaver Rate g. 3-Year Graduation Rate h. 3-Year Repetition Rate i. 3-Year Promotion Rate j. 3-Year Retention Rate 2. Efficiency Indicators (SY 2017-2022 Targets, Comparative Data and Analysis of Results) a. Cohort-Survival Rate b. Completion Rate c. School Leavers and Drop-Out Rate 3. Kindergarten Education Program (SY 2019-2020 to SY 2021-2022) a. 3-Year Comparative Report on Enrolment in Public Kindergarten Schools b. 3-Year Comparative Report on Enrolment in Private Kindergarten Schools c. No. of Public Kindergarten Schools, Teaching and Non-Teaching Personnel d. No. of Private Kindergarten Schools, Teaching and Non-Teaching Personnel 4. Elementary Education Program (SY 2019-2020 to SY 2021-2022) a. 3-Year Comparative Report on Enrolment in Public Elementary Schools b. 3-Year Comparative Report on Enrolment in Private Elementary Schools c. No. of Public Elementary Schools, Teaching and Non-Teaching Personnel d. No. of Private Elementary Schools, Teaching and Non-Teaching Personnel	Rey C. Bonayon Anjo G. Tugay

5. Junior High School Program (SY 2019-2020 to SY 2021-2022) a. 3-Year Comparative Report on Enrolment in Public Secondary Schools b. 3-Year Comparative Report on Enrolment in Private Secondary Schools c. No. of Public High Schools, Teaching and Non-Teaching Personnel d. No. of Private High Schools, Teaching and Non-Teaching Personnel 6. Senior High School Program (SY 2019-2020 to SY 2021-2022) a. 3-Year Comparative Report on Enrolment in Grade 10 (Completers) and Grades 11 and 12 in Public Secondary Schools b. 3-Year Comparative Report on Enrolment in Grade 10 (Completers) and Grades 11 and 12 in Private Secondary Schools c. No. of Public Senior High Schools, Teaching and Non-Teaching Personnel d. No. of Private Senior High Schools, Teaching and Non-Teaching Personnel e. Public Senior High School Curriculum Offerings (Tracks, Strands, and Specialization) f. Private Senior High School Curriculum Offerings (Tracks, Strands, and Specialization) 7. Alternative Learning System (SY 2019-2020 to SY 2021-2022) a. 3-Year Comparative Enrolment and Completers in Basic Literacy Program (BLP) b. 3-Year Comparative Result of Accreditation and Equivalency Test Takers/Passers c. Number of takers and % of passers in A&E for the last 3 years d. Functional Literacy Rate • Segmentation of Learners (Number of Muslims, IPs, Regular Class, TECHVOC (Sec), ALS) • Segregation by Age (Participation Rate is based on age bracket e.g. 6-11) • Number of Children of School Age outside of the school system (Graph, Comparative Data, Analysis/Possible	PRS Amelia B. Cabrera

attributes/reasons why they are not in school) • Number of schools established • Number of incomplete/complete schools • List of Barangays without Elementary Schools (Identify if feeder barangay/s to a nearby school) • List of municipalities without Secondary Schools within the Poblacion	
C. Improving Quality and Efficiency of the System • NAT/LAPG/SREA – Comparative (3 Years) by grade/year level – SY 2019-2020 to SY 2021-2022 • NAT Results by School/District (Grade 3, 6 & Year IV) • 3-Year Grade 3 NAT Results, Ranked by School • 3-Year Grade 3 NAT Results by Subject Area • Comparative Increase/Decrease of NAT of Grade 3 • 3-Year Grade 6 NAT Results, Ranked by School • 3-Year Grade 6 NAT Results by Subject Area • Comparative Increase/Decrease of NAT of Grade 6 • 3-Year Year IV NAT Results, Ranked by School • 3-Year Year IV NAT Results by Subject Area • Comparative Increase/Decrease of NAT of Year IV ***Only those School Years with conducted NAT	Rey C. Bonayon
1. Nutritional Status of Pupils/Students in Bicol a. 3-Year Elementary Baseline and Endline Comparison of Nutritional Status, Wasted and Severely Wasted Pupils and Enrolment, Number of Pupils Weighed b. 3-Year Elementary Baseline and Endline Comparison of Normal, Overweight, and Obese Pupils c. 3-Year Secondary Baseline and Endline Comparison of Nutritional Status, Wasted	Kristine G. Santelices Ma. Theresa G. Abundo

and Severely Wasted Students and Enrolment, Number of Students Weighed d. 3-Year Secondary Baseline and Endline Comparison of Normal, Overweight, and Obese Students	***All Program Owners**
2. Programs and Projects CY 2021 – National, Other Locally Funded Projects and Division Initiated Projects **(Narrative Report on Targets vs. Accomplishments with tables, graphs, findings, analysis, and best practices)**	
a. K to 12	Romel G. Petajen
• K to 12 Prevailing Problems	Elizabeth S. Urbano
• Number of Untrained/Trained Teachers	Jesslyn T. Taway
• Number of Available Learning Materials	Gina L. Custodio
• Early Childhood Education	Gina L. Custodio
• Number of School Offering Early Childhood	Gina L. Custodio
• Kindergarten	Brenda V. Villarey
b. MTB-MLE (Targets vs. Accomplishments)	CID EPS In-Charge
c. ECARP (Targets vs. Accomplishments)-quantified	Achilles Alberto I
d. Reinforcing Private Education	
• Number of Schools with Permit to Operate by Level (Kindergarten, Elementary, Junior and Senior High Schools)	
• GASTPE/ESC/EVS/TSS (With comparative graphical presentation and analysis and List/proportion of HS students under the GASTPE who are completers)	
• ESC comparative graphical presentation of ESC grantees for 3 years	Nelson T. Sicio
e. Madrasah/ALIVE (Public Elementary and Junior High Schools)	
• Number of classes organized	
• Number of Muslim learners in MADRASAH schools	
• Number of Muslim Learners in ALIVE Schools	
• Probable Problems/Possible Programs/Intervention Programs	Cynthia T. Soneja

f. Support for SPED Centers/Schools (Public and Private Elementary and Junior High Schools) • Number of classes organized • Number of enrolments by exceptionalities • Number of schools • Number of teachers by exceptionalities (ratio/proportion) • Problems on IMS/Apparatus • Baseline data Number of Household and children	Gina L. Custodio
g. Support for Multi-Grade Schools • Availability of materials, teachers, incomplete schools to be completed	CID
h. Alternative Delivery Mode (MISOSA, IMPACT, EASE, OHSP & DORP) • Number of clientele/enrollees/ recipients/ learners	CID Jennifer B. Metica
i. Indigenous People (IP) Education	
j. Department Computerization Program/Information and Communication Technology • Full Implementation of ICT • EBEIS/LIS • Interconnectivity of operational website/laboratory room	ICTU PRS ICTU
k. Financial Assistance to Regional Science High School	CID Nelson T. Sicio
l. Support to Secondary Schools with Special Program for Arts and Sports	Niño Gerard C. Ceneta
m. Support to Science, Technology, and Engineering High Schools	Niño Gerard C. Ceneta
n. Support to Special Elementary Schools	Amelia B. Cabrera
o. Implementation of the Redesigned Technical-Vocational High Schools Program • Number of Enrollees • Number of Subjects offered (Based on interest) • Number of Passers/NC holders	Elizabeth S. Urbano
p. Retooling of Teachers and Education Managers • Number of trained/untrained teachers (improvement of performance in NAT)	

• Number of trained and untrained school managers	CID
q. Reviewing the Role of Assessment (teachers/pupils/students/school/ outcomes/ attitude/ performance)	Sarah S. Chiong
r. School-Based Management	Anjo G. Tugay
s. Research and Development System	Kristine G. Santelices
t. School Health and Nutrition Program/School-Based Feeding Program	Maribel B. Samonte CID/SGOD
u. Community of Practice (CoPs)	Rosario B. Vegim
v. Gulayan sa Paaralan	Maribel B. Samonte
• Impact of the project, Number of schools who participated/implemented, schools with feeding program and presence of malnourished children	Hidelita G. Posada
w. 4Ps Number of recipients by grade level, increase/decrease/which has greater number of 4Ps	
x. Learning Equity and Accountability Program Support (LEAPS)	Gina B. Pantino
• Early Language on Literacy and Numeracy (ELLN)	Sarah S. Chiong
• School Based Management (SBM)	Sarah S. Chiong
• School Improvement Plan (SIP)/School Report Card (SRC)	Aroline T. Borja
• Results-Based Performance Management System (RPMS)	Elizabeth S. Urbano CID/SGOD
• School Partnership Grant 7	
***Please include those programs not in the list but implemented in the division**	**All Program Owners**
3. Update/Status on the Implementation of the following (targets vs. accomplishments of performance with tables, graphs, and analysis)	CID/PRS
a. K to 12 Program (Grades 1-6 and Grades 7-12	
b. Senior High School (by batch of graduates)	Aroline T. Borja
4. Division GAD Accomplishment Report CY 2021	CID/SGOD
5. International, National, Regional, and Division Competition Winners	
D. Governance	
1. Financial Accomplishment/Budget Utilization	Ma. Cielo C. Tubale
a. Approved Budget FY 2021	Angelo James O.
b. Proposed vs. Approved Budget FY 2021	Aguinalde
2. Closing the Gaps (targets vs. accomplishment performance)	Rey C. Bonayon

a. Learning Resources (a) Teacher Items • Teacher-Pupil Ratio (Number of Volunteer Teachers, locally funded, multi-grade • Classes – teacher need using enrolment projection (b) Classroom • Classroom-Pupil/Student Ratio • 3-Year Comparative Classrooms Data in the Division • Number of classrooms constructed/rehabilitated/repaired (Science Laboratory, Multi-media, H.E. Industrial Arts Room (School/Division Implemented, DPWH implemented) (c) Classrooms needed (d) Furnitures/seats needed (e) WATSAN (number of facilities and the prevailing ration) (f) Textbook (number of available textbooks) • Textbook ratio by subject • 3-year comparative textbook data in the Division (g) School Sites • Number of schools with documents of ownership of school site under the name of the school or deed of usufruct • Number of schools with program for acquisition, for titling and surveying	PRS PRS PRS Rodger A. Matienzo Rodger A. Matienzo Rodger A. Matienzo Rodger A. Matienzo Rodger A. Matienzo CID LRM Jesslyn T. Taway Jogene Allily San Juan Rodger A. Matienzo Norlito Jr. P. Agunday
Limited Number of Pictures/Documentation ➢ Statistical Table ➢ Division Officials ➢ Acronyms	

Enclosure 3 to DM _____, s. 2022

PROGRAMS AND PROJECTS IMPLEMENTED FOR SY 2021-2022
(Foreign and Locally Funded/Assisted)

A.	Name of Project	
B.	Beneficiaries	Learners Teachers Divisions EPS Schools
C.	Actual Number of Beneficiaries	
D.	Date/s of Implementation	
E.	Project Coverage	
F.	Program and Project Objectives	
G.	Project Cost	
H.	Project Duration	
I.	Project Components	
J.	Project Description	
K.	Expected Outputs/ Deliverables	
L.	Implementation Issues/ Gaps	
M.	Recommendation/s	
N.	Focal Person/Designation	

Prepared/Submitted by:

_____

Noted:

_____
Chief