



Region V(Bicol)
SCHOOLS DIVISION OF CATANDUANES
 Virac, Catanduanes

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January 16, 2018

RELEASED

DepEd, Division of Catanduanes
 RECORDS SECTION

Date: JAN 16 2018

Time: 3:15 PM

Initial/Signature: [Signature]

DIVISION MEMORANDUM
 No. 10 s, 2018

COMPOSITION OF THE DIVISION COMMITTEE FOR THE PREPARATION OF ANNUAL ACCOMPLISHMENT REPORT (AAR) FOR CY 2017 AND ONWARDS

TO: Assistant Schools Division Superintendent
 Chief of SGOD and CID
 All Education Program Supervisors and PSDSs
 Section Heads
 Elementary and Secondary School Heads
 All Others Concerned

1. In compliance with the Unnumbered Regional Memorandum dated January 9, 2018, this Office creates and organizes the Division Committee for the Preparation of Annual Accomplishment Report (AAR) and is hereby composed of the following:

- Chairman : Assistant Schools Division Superintendent
- Co-Chairmen : Chief Education Supervisors (SGOD and CID)
- Members : All Education Program Supervisors (SGOD and CID)
 All Senior Education Program Specialists
 ALS Education Program Specialist II
 Medical Officer III
 Engineer III
 Administrative Officer V (Budget)
 Accountant III
 Administrative Officer IV (Supply)
- Secretariat : Senior Education Program Specialist (Planning and Research)
 Planning Officer III

2. Please be informed that there will be a meeting on **January 17, 2018, 1:00P.M.** at **SDS Conference Room.**
3. All personnel involved in the preparation of the AAR are allowed to render overtime (OT) services during weekdays, weekend and holidays when necessary to meet the target scheduled on or before February 12, 2018, subject to the approval of the undersigned.
4. For information, guidance and compliance.

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