



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

12 January 2024

DIVISION MEMORANDUM  
No. 017 s. 2024

**SUBMISSION OF FY 2023 PHYSICAL AND FINANCIAL ACCOMPLISHMENT  
REPORT OF PROGRAMS, PROJECTS', AND ACTIVITIES**

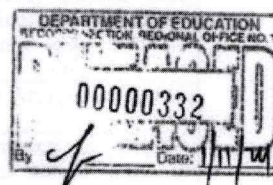
To : Assistant Schools Division Superintendent  
Chiefs of Functional Divisions  
All Others Concerned

1. Pursuant to REGIONAL MEMORANDUM NO. 000042, s. 2024, with the same title above, submission of reports by all concerned shall be before February 2, 2024, Friday, to the SMME through email to: [achilles.alberto@deped.gov.ph](mailto:achilles.alberto@deped.gov.ph), for consolidation.
2. The template for the report can be downloaded from this link: <https://bit.ly/CY2023SDOAccomplishmentPPAsTemplateReport>.
3. Fill out the templates per responsible unit/section and submit only the report/pages required from your unit/section.
4. For information and compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



10 Jan 2024

REGIONAL MEMORANDUM  
 No. 000042, s. 2024

**SUBMISSION OF FY 2023 PHYSICAL AND FINANCIAL ACCOMPLISHMENT  
 REPORT OF PROGRAMS, PROJECTS, AND ACTIVITIES**

To : Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of Functional Divisions  
 All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), directs all the concerned Schools Division Office (SDO) personnel on the Submission of the Fiscal Year 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities using the template found in this link <https://bit.ly/CY2023SDOAccomplishmentPPAsTemplateReport> on or before 5:00 p.m. of February 16, 2024.

2. Herewith are the persons involved in the preparation of the SDOs' FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities with specific functions:

Persons Involved	Functions
Chair - ASDS/s	<ul style="list-style-type: none"> <li>✓ Oversees the preparation of the FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities</li> <li>✓ Ensures its submission on or before the deadline.</li> </ul>
Vice Chair - SGOD Chief	<ul style="list-style-type: none"> <li>✓ Leads and supervises the preparation and submission of FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities</li> </ul>
<b>Members</b>	
SEPS M&E	<ul style="list-style-type: none"> <li>✓ Spearheads the organization of the M and E reports, prepares dashboard, and ensures the inclusion of best practices.</li> <li>✓ Ensures the completeness and accuracy of the Support to Schools and Learners Program               <ul style="list-style-type: none"> <li>• SBFP</li> <li>• Government Assistance and Subsidies</li> </ul> </li> </ul>
DIO	<ul style="list-style-type: none"> <li>✓ Assists on the preparation of the report considering the milestones of the Division Office</li> </ul>
SEPS P&R	<ul style="list-style-type: none"> <li>✓ Ensures the completeness and accuracy of the parts based on the education resource inputs/dashboard</li> <li>✓ Provides the Introduction/SDO profile</li> <li>✓ Comprehensive Reports on Education Policy Development Program</li> </ul>
Engineer	<ul style="list-style-type: none"> <li>✓ Ensures the completeness and accuracy of the Basic Education Facilities (BEF) on Construction of school</li> </ul>



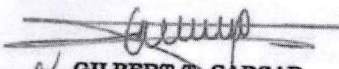
Regional Center Site, Rawls, Legazpi City 4500

0900 516 9555

Persons Involved	Functions
	buildings, Delivery of School Furniture, Repair and Rehabilitation of Classrooms, Electrification of School Sites, Quick Response Fund, and Last Mile Schools Reports
PO	✓ Prepares the dashboard and provides analysis on the KPIs
ITO	✓ Ensures the completeness and accuracy of DepEd Computerization Program and assists in the preparation of design and layout of Physical and Financial Accomplishment Report of PPAs
LRMS EPS and Program Coordinators/ EPSs	<ul style="list-style-type: none"> <li>✓ Ensures the completeness and accuracy of the Textbooks and other IMs, LTE-SM, LTE-TVL reports.</li> <li>✓ Submits the highlights/success stories of accomplishments on the implemented PPAs of Inclusive Education Program and checks on the mechanics and conventions of writing style.</li> </ul>
AO V (Finance)	✓ Provides financial reports on all the basic education resources such as teachers, learning resources, and others
AO IV (Personnel)	✓ Provides the complete and accurate reports in New School Personnel Positions
SEPS for HRD	✓ Provides comprehensive reports on Education Human Resource Development programs, activities, trainings conducted and other related accomplishments
PSDSs	✓ Collaborate with the in-charge personnel on the comprehensive and accurate by Legislative/municipality/district's targets for the FY 2025.

3. Expenses incurred in the conduct of this activity such as but not limited to food, venue, supplies, and materials shall be charged to the local funds/MOOE subject to the existing budgeting, accounting, and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum is desired.

  
**GILBERT T. SADSAD**  
 Regional Director

Ref.: Major-Programs-Projects-and-Activities-Status-of-Implementation-FY-2022 dated May 4, 2023

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

ACCOMPLISHMENT  
 PROGRAMS  
 PROJECTS  
 STATUS  
 SUPPORT TO OPERATIONS

PPRD/mec  
 01/10/2024

January 12, 2024

To: ALL CONCERNED

For Information and Compliance.

  
**SOCORRO V. DELA ROSA**  
 Schools Division Superintendent  
 Department of Education  
 Division of Catanduanes