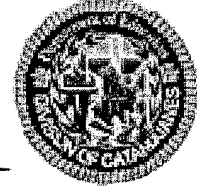




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



April 1, 2014


DIVISION MEMORANDUM

No. 24 s. 2014

**DIVISION YEAR-END REPORTS
SY 2013-2014**

TO: Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

1. To provide this Office with valid, accurate and comprehensive data, all School Heads and Supervisors are hereby advised to submit the Year-End Reports for School Year-2014, which are listed in the, attached enclosure.
2. Reports to be submitted should be tamped RECEIVED by the Records Section and should be submitted directly to the Education Program Supervisor/Section Chief Concerned.
3. Deadline for submission of said reports shall be on April 16, 2014.
4. All School Heads and District Supervisors must observe the said deadline for the submission of reports.
5. Immediate and widest dissemination of this memorandum is desired.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent

Incl.: As stated
To be indicated in the Perpetual Index
under the following subject:

ACCOUNTABILITY

BEIS

MONITORING

REPORTS

A. ASSISTANT SCHOOLS DIVISION SUPERINTENDENT-OFFICER-IN-CHARGE

1. For PSDS
 - (1) Monthly Monitoring & Supervisory Plan (Updated)
 - (2) School Monitoring Report (Updated)
 - (3) Observation/Monitoring Report for School Heads (Updated)
2. For Secondary School Heads
 - (1) Monthly Monitoring & Supervisory Plan (Updated)
 - (2) School Heads Supervisory Report

B. PROMOTIONAL STAFF (EPS AND DIVISION COORDINATORS

1. LYDIA ABUNDO

- (1) Accomplishment Report in EPP/TLE/TVE
- (2) 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 and Actions
 - VI. Recommendations
 - VII. Pictorials

2. MIGUEL OGALINOLA

- (1) P.E. and Health (Elementary/Secondary)
 - Accomplishment Report in P. E. and Health
 - List of Teacher who will attend Training in K to 12 enhanced curriculum:
 - Grade 3
 - Grade 9
 - Academic performance of the school in P.E. and Health by grading period
- (2) SBM
 - Accomplishment Report in the Implementation of SBM Fund 2013 (For SBM Fund Recipient only – Elementary and Secondary)
- (3) School Disaster Risk Reduction and Management Council
 - Accomplishment Report in the Implementation of SDRRMC
 - Organizational FrameWork of SDRRMC

3. GINA B. PANTINO

- (1) Final Accomplishment Report in the Division English Skills Enhancement Training Program with Evaluation Sheet Results (Refer to Unnumbered Division Memorandum dated March 17, 2014)
- (2) MTB-MLE Pilot Implementation Accomplishment Report (Include List of Pupils (names))
(For Virac Pilot Elementary School only)
- (3) Financial Report of Campus Journalism Fund (Secondary Level)
- (4) List of Untrained Grade 8 English Teachers
- (5) NAT Performance in English for the last 3 years (Elementary & Secondary)

4. ROMEL PETAJEN

(1) Secondary Math

- Number of untrained teachers handling Grade 7 & 8 Mathematics
- Number of available copies of Grade 7 & 8 Learning Materials
- Accomplishment Report of mathematics Instruction based on the submitted SY 2013-2014 Action Plan (include pictorials)
- Accomplishment Report of Mathematics Club (include pictorials)

(2) Adopt-A-School Program

- Report of Donation for Quarter I (January-March 2014)
- 2014 Brigada Eskwela Action Plan

(3) ADM Implementing Schools

- Progress Report of Implementation
- Number of actual/target clients by Modality
- Action Plan of existing interventions

5. DOMINGO ROBLES

(1) CSBTP Report

(2) Action Plan in Elementary Mathematics SY 2014-2015

(3) List of Teachers Teaching Elementary Mathematics by Grade Level without Math Training

Kindergarten

(1) District Consolidated SREYA Report with School Form 2-A, 2-B, Pupil Scoring sheet

(2) ECCD Checklist Report (Pre-Mid & Post Assessment)

(3) District Consolidated Report of Pupils without Kindergarten Experience

(4) List of Teachers handling Kindergarten Classes without ECCD Training

(5) Accomplishment Reports of Kindergarten Teachers from June to March

6. MARY JEAN S. ROMERO

(1) Problem on Instructional Materials and Laboratory Apparatus

(please specify the problem: if lacking specify the needed quantity, if not available indicate the needed quantity)

(2) Targets versus accomplishments for SY 2013-2014

(3) Performance in Division and Regional Competition

EVENT	CONTESTANT	COACH

(4) NAT Performance for 3 years

NAT Performance	2011-2012	2012-2013	2013-2014

(5) List of Teachers handling Science subjects

Subject	Teacher/s
Grade 7	
Grade 8	
Science III	
Science IV	

(6) Research Proposal (if there is any)

7. NELSON T. SICIO

- (1) Accomplishment Report in Filipino (Include activities contests attended/participated by students/pupils and teachers for School Year 2013-2014 at the Division/Regional and National level.
- (2) List of teachers and school heads who attended trainings in Filipino S.Y. 2013-2014 following the format below.

Name of Teacher/School Head	Title of Seminar/Training Attended	Level			Inclusive Date	Venue
		Div.	Reg'l	Nat'l		

- (3) Financial Statement of Journalism Funds (Elementary)
- (4) Results of National Achievement Test in Filipino for the last 3 years (Elementary and Secondary by grade level)
- (5) List of untrained teachers in Filipino Teaching grade II and Grade 8.

8. ROSA T. TUSI

- (1) Accomplishment Report of District Guidance and Secondary School Guidance Coordinator or Designate using the format below.
 - I. Introduction
 - II. Significant Accomplishments
 - III. Problems Met
 - IV. Solutions Done
 - V. Recommendations/Suggestions

9. JOSEFA V. ZAPE

- (1) PTA Financial Statement
- (2) SSG/SPG Accomplishment Report with pictorials
- (3) SF 5 & 6 – copy for the Division (Elementary and Secondary)

10. AMELIA B. CABRERA

LIST OF MULTIGRADE TEACHERS

SCHOOL	NAME OF MG TEACHER	GRADE ASSIGNMENT	NO. OF YEARS	LAST MG TRAINING ATTENDED

11. CYNTHIA T. SONEJA, SPED

(1) SPED Accomplishment Report for SY 2013-2014

12. FRANKIE TURALDE

ANNUAL ACCOMPLISHMENT REPORT
(TREE PLANTING)

Region: _____ Division: _____ District: _____

School	PLANTATION ESTABLISHMENT														Remarks (with completed plantation registry)	
	FOREST TRESS				FRUIT TRESS				OTHERS				TOTAL			
	Specie	No.	Location & Area Planted	Sources Of planting Materials	Specie	No.	Location & Area Planted	Sources Of planting Materials	Specie	No.	Location & Area Planted	Sources Of planting Materials	NO.	AREA		

Submitted by:

School NGP Coordinator

Approved:

School Head

13. SARAH CHIONG

(1) Designated District and School cultural, Music and Arets Coordinator

Name of Coordinator	Contact No.	District/School	PSDS/Principal

(2) Name of Teachers Handling MSEP/MAPEH

Name	Subject	Grade/Year Taught

(3) Activities Undertaken/Participated-in by Pupils/Students/Teachers in School/Community/District/Regional during School Year 2013-2014

(4) Profile of Teachers Teaching Music, Sining at Edukasyong Pampalakas ng Katawan (MSEP)

- (5) Profile of Teachers Teaching Music, Arts and P.E. and Health (MAPEH)
- (6) Profile of MAPEH Teachers

14. NELIA O. TAN

Alternative Learning System (ALS)

- (1) Annual Accomplishment Report 2013
- (2) Target Action Plan for CY 2014
- (3) Performance Rating of District ALS Coordinators and Mobile Teachers CY 2013
- (4) Master List of Learners who completed the Required Number of Hours in the Program attended during CY 2013 (follow the format below, please)

District _____

Name	Date of Birth	Barangay	Name of Facilitator/ Instructional Manager	Inclusive Dates	BLP Terminal Leave			A & E		A & E Taker (Please check)
					1	2	3	E	S	

Noted:

PSDS

DALSC/Mobile Teacher

- (5) Action Research Conducted in CY 2013
- (6) Photocopy of Project Proposals submitted to LGU/other agencies for funding purposes for the last two years.
- (7) List of Actual Takers and Passers on A & E Test

District: _____

Name	Date of Birth	Sex	Barangay Address	Elem.	Sec.	Facilitator/IM/DALSC/ Mobile Teacher	Actual Taker	Walk-In	Passers

Noted:

PSDS

DALSC/Mobile Teacher

- (8) Total Number of ALS Target Beneficiaries by Barangay and Purok, Age, Group Sex and Percentage (Be consistent with MIS Forms, please)

District: _____

Brgy: _____ Population: _____ No. of Hrs. _____	14 & below		15 - 19		20 - 24		25-39		40-49		50-59		60 & above		TOTAL		Percentage over that Population			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	T	

Noted:

PSDS

DALSC/Mobile Teacher

(9) Inventory of ALS Property (DALSC/Mobile Teachers)

District: _____

Quality	Unit	Description of Articles	How & When	Donors	Users

Noted:

PSDS

DALSC/Mobile Teacher

(10) Name of Facilitators and Ms who are handling Learning Sessions. Attach this with the Facilitator's IM's Profile, Service Contract

District: _____

Name	Address	Degree	ALS Training Attended & When	Title of Programs, Projects Conducted	Date Started	No. of Learners		Barangay
						M	F	

Noted:

PSDS

DALSC/Mobile Teacher

- (11) Terminal Report of Literacy Volunteer
- (12) Learners Profile 1st Quarter as of March 2014 (tnt with FLT Scores)
- (13) 1st Quarter Accomplishment Reports
- (14) Learners Success Story (Submit at least 3 success stories)
- (15) Testimony (What other people say about ALS, at least 3)

C. ADMINISTRATIVE STAFF

1. MARY JEAN S. ROMERO, EPS-I, AO-Designate

- (1) Statement of Assets and Liabilities
- (2) Performance Rating of Non-Teaching Personnel (For July-December, 2013)

2. MARILYN T. RAQUID, M.D., Medical and Dental

- (1) End Line Nutritional Status Report
- (2) Form 86
- (3) Annual Chest x-ray

3. ANGELO JAMES O. AGUINALDE, Accountant II

- (1) Liquidation Report for cash advances
- (2) MOOE/SBRMS/Financial Assistance
- (3) Financial Reports of Schools with Fiscal Autonomy
- (4) Annual Procurement Plan (Approved by SDS)

4. RAQUEL L. PAHUYO, Planning Officer II

- (1) Year-End Statistical Data of Public & Private Elementary & Secondary Schools (template will be provided by the Planning Section)
- (2) List of Graduates (Male & Female) hard & soft copies
- (3) DepEd Form 3 for March 2014
- (4) List of Test Takers in National Achievement Test
- (5) Inventory Report of the following Physical Facilities as of March 31, 2014 (Template will be provided):
 - a. Textbook
 - b. IT Equipment
 - c. WATSAN
 - d. Furniture (serviceable)
 - e. Instructional Classrooms
 - f. Non-Instructional Classrooms
 - g. Total Buildable space in Square Meters (m²)
 - h. Data on School Site:
 - i. Date Acquired
 - ii. Date Surveyed
 - iii. Date of Titling

5. ELIZABETH R. IFURUNG, Supply Officer II

- (1) Annual Physical Inventory of Textbooks/Teacher's Manual (Elementary & Secondary)
- (2) Inventory of Tablet Armchairs (Elementary & Secondary)
- (3) Inventory of IT Equipments (Elementary & Secondary)
- (4) List of Unserviceable Textbooks/TM's and Furniture (chairs and tables)

6. MA. CIELO C. TUBALE, Cashier II

- (1) Signed payroll both elementary and secondary from December to present, PIB, etc.

7. EVA S. TOLENTINO, Records Officer II

- (1) Form 18 (1 copy for D.O. File)
- (2) PAST
- (3) PASSA
- (4) PSAG
- (5) PASDS (District and Division)

8. LEONCIA P. TITO, Human Resource Management Officer I

- (1) PVP Report
- (2) Service Credit Balance of Teachers with Special Order
- (3) Report of Teachers with unpaid salaries and other benefits
- (4) List of teachers on leave without pay/maternity leave

9. Engr. Rodger Matienzo, Physical Facilities

- (1) Status on the Titling of School sites (Consolidated by District)
- (2) Updated Number of School Buildings/Structures Constructed/Repaired/Rehabilitated and the Usage of Each Room/Building 2013-2014 using this format:

Sample:

Bldg./Structure	Work Done	Usage/Occupant	Source of Fund	Estimated Cost
RP-US Bldg.	Repaired 3 classroom roofing and ceiling	Grade III and office	Regular SBP Fund; SBRMS; Donated by _____; PTA, etc.	Php 50,000.00
1 classroom	New Construction	Office/Academic Class	Sagip Eskwela Proj.; FFCCCI Inc., LGU; SEF; Donated by: _____	Php 430,000.00

- (3) List of Donors and Donations Received during School Year 2013-2014, to include facilities, equipment, books and other supplies, cash, etc.

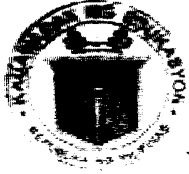
Sample:

Donor	Donation	Estimated Cost	Received by	Utilization	Remarks
Mr. Leon Teng	Cash	Php20,000.00	School Head	Repair of CR	Completed with PTA funds
Daughters of St. Paul	20 volume Supplementary Readings	Php30,000.00	School Head	School Library	Distributed
Batch 83	50 m. concrete fence	Php70,000.00	School Head/PTA	Grade BV-VI classes	On-going, etc.

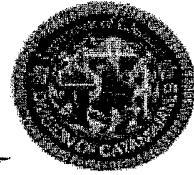
- (4) Statement of Appropriation and Expenditures – SEF 2013 – District and Secondary Level
 (5) Approved School Board Budget for FY 2014 – District and Secondary School
 (6) List of Schools Without Buildable Space (Consolidated by District)
 (7) Number of Status of Furniture Received (Indicate the Funding Year)

Sample:

Funding Year	Name of Furniture	No.	Status
SFP 2012	Armchair-Combination of Steel Wood	50	Good condition, etc.
SPF 2013	Teacher 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 certifies that _____ has been cleared of all money , property and other accountability for School Year 2013-2014. It is understood however that any other accountability that may be found **unsettled** after issuance and approval of the same shall still be assumed and settled by the concerned requesting official/personnel.

NAME	DATE SIGNED	SIGNATURE
LYDIA D. ABUNDO		
MIGUEL OGALINOLA		
GINA B. PANTINO		
ROMEL G. PETAJEN		
DOMINGO T. ROBLES		
MARY JEAN S. ROMERO		
NELSON T. SICIO		
ROSA T. TUSI		
JOSEFA V. ZAPE		
AMELIA B. CABRERA		
SARAH S. CHIONG		
NELIA O. TAN		
FRANKIE T. TURALDE		
MARILYN T. RAQUID M.D.		
ANGELO JAMES O. AGUINALDE		
ELIZABETH R. IFURUNG		
RAQUEL L. PAHUYO		
LEONCIA P. TITO		
EVA S. TOLENTINO		
MA. CIELO C. TUBALE		
RODGER MATENZO		

Requesting Official/Personnel:

 Name in Print and Signature

 Position

Recommending Approval:

MARIANO B. DE GUZMAN
 OIC, Assistant Schools Division Superintendent

APPROVED:

JOSE L. DONCILLO, CESO VI
 Schools Division Superintendent