



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



March 9, 2015

DIVISION MEMORANDUM

No. 33 s. 2015

DIVISION YEAR-END REPORTS
 SY 2014-2015

RELEASED
 DepED-Division of Catanduanes
 RECORDS SECTION
 Date MAR 12 2015
 Time 8:30 am
 By [Signature]

TO:

Education Program Supervisor
 Public School 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 2014-2015 which are listed in the attached enclosure.
2. Reports to be submitted should be stamped **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 30, 2015.
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.

[Signature]
 JOSE L. DONCILLO, CESO VI
 Schools Division Superintendent

Incl.: As Stated

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

ACCOUNTABILITY BEIS MONITORING REPORTS

A. ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

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

B. CURRICULUM IMPLEMENTATION DIVISION**1. LYDIA D. 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 C. OGALINOLA

- (1) P.E. and Health (Elementary/Secondary)
 - Accomplishment Report in P.E. and Health
 - Academic performance of the school in P.E. and Health by grading period
- (2) SBM
 - Accomplishment Report in the Implementation of SBM Fund 2014 (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) MTB-MLE Pilot Implementation Accomplishment Report (Include List of Pupils)
(For Virac Pilot Elementary School only)
- (2) Financial Report of Campus Journalism Fund (Secondary Level)
- (3) List of Untrained Grade 7, 8 and 9 English Teachers
- (4) Report on School Reading Intervention Program (if any)

4. ROMEL G. PETAJEN

- (1) Secondary Math
 - Number of untrained teachers handling Grade 7, 8 and 9 Mathematics
 - Number of available copies of Grade 7, 8 and 9 Learning Materials
 - Accomplishment Report of Mathematics Instruction based on the school SY 2014-2015 Action Plan (include pictorials)
 - Accomplishment Report of Mathematics Club (include pictorials)

5. GINA L. CUSTODIO**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) District List of Teachers handling KVT and KRT

Elementary Mathematics

- (1) District List of Elementary Teachers /Key School Heads

9. JOSEFA V. ZAPE

- (1) PTA Financial Statement
- (2) SSG/SPG Accomplishment Reports with pictorials
- (3) SF 5 – copy for the Division (Elem. And Secondary)
- (4) Ranking of Honors (Grade VI and Year IV – Division Copy)

10. AMELIA B. CABRERA

Multigrade

Comparative NAT Result- Grade III and Grade VI (3 years)
(Consolidated by District)

School	Learning Area (MPS) SY 2013-2014							Learning Area 2012-2013	Learning Area 2011-2012
	English	Math	Science	Fil.	HKS		Ave. MPS		

Alternative Learning System

- (1) Action Research conducted in CY 2014
- (2) Photocopy of Project Proposals submitted to LGU/other agencies for funding purposes for the last two years
- (3) Total number of ALS Target Beneficiaries by Barangay and by Purok

Barangay: _____ Total Population	No. of Males									No. of Females						
	5 & below	6-11	12-15	16-24	25-29	30-39	40-49	50 & above	5 & below	6-11	12-15	16-24	25-29	30-39	40-49	50 & above
Purok 1																
Purok 2																
Purok 3																

- (4) Name of Facilitators and IMs who are handling Learning Sessions. Attach this with the Facilitator's IMs Profile, Service Contract (LGU Funded, Literacy Volunteers, Abot Alam Volunteers and Abot Alam Teachers)

Name	Address	Degree	ALS Training Attended & When	Title of Programs, Projects Conducted	Date Starter	No. of Learner		Barangay	Source of Funds
						M	F		

- (5) Terminal Report of Literacy Volunteer
- (6) Learners Profile 1st Quarter as of March 2015 (with PIS & FLT scores)
- (7) 1st Quarter Accomplishment Reports
- (8) Learners Success Story (Submit at least 3 success stories per implementer)
- (9) Testimony (what other people say about ALS at least 3 per implementers e.g. LGU Barangay/Municipal/Provincial, Community, Learner, other stakeholders)

Adopt-A-School Program

- (1) Report of Donation for Quarter I (January – March 2015)
- (2) 2015 Brigada Eskwela Action Plan

6. MARY JEAN S. ROMERO / JEZRAHEL T. OMADTO

- (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 2014-2015
- (3) Performance in Division and Regional Competition

EVENT	CONTESTANT	COACH

- (4) NAT Performance for 3 years

NAT Performance	2012-2013	2013-2014	2014-2015

- (5) List of Teachers handling Science Subjects

SUBJECT	TEACHER/S
Grade 7	
Grade 8	
Grade 9	
Science IV	

- (6) Research Proposal (if there is any)

7. NELSON T. SICIO

- (1) Ulat Ng Mga Naisagawa sa Filipino (SY 2014-2015) Pormat

- I. Introduksyon
- II. Mga Layunin
- III. Mga Nagawa (with pictorials)
- IV. Mga Suliranin
- V. Rekomendasyon

- (2) Accomplishment Report in Filipino (Include activities contests attended/participated by students/pupils and teachers for School year 2014-2015 at the Division/Regional and National Level (pls. follow format)
- (3) List of teachers and school heads who attended trainings in Filipino SY 2014-2015 following the format below.

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

- (4) Financial Statement of Journalism Funds (Elementary)
- (5) List of untrained teachers in Filipino teaching grade III and Grade 9

8. ROSA T. TUSI

- (1) Accomplishment Report of District Guidance and Secondary School Guidance Coordinator or Designated using the format below.

- I. Introduction
- II. Significant Accomplishments
- III. Problems Met
- IV. Solutions Done

5. RAQUEL L. PAHUYO, Senior Education Program Specialist- Planning & Research

- (1) Year-End Statistical Data of Public & Private Elem. And Secondary Schools (template will be provided by the Planning Section)
- (2) List of Graduates (Male and Female) hard and soft copies
- (3) DepEd Form 3 for March 2015
- (4) List of Test Takers in National Achievement Test – Grade III, VI and Year IV

6. CRISTINA T. BARRAMEDA, Supply Officer II

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

7. CARMELA MOLOD, Senior Bookkeeper, OIC-Office of the Cashier

- (1) Signed payroll both elementary and secondary, PIB, etc.

8. ELIZABETH R. IFURUNG, Officer In-Charge, Records

- (1) Results- Based Performance Management System (RPMS)

9. MARICHELLE B. LLAVE, Administrative Officer IV (Personnel)

- (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

10. ENGR. RODGER MATIENZO, Engineer III

- (1) Status on the Titling of School Sites (Consolidated by District)
- (2) Updated Number of School Building/Structures Constructed/Repaired/ Rehabilitated and the Usage of each Room/Building 2014-2015 using the format:

Sample:

Building/Structure	Work Done	Usage/Occupant	Source of Fund	Estimated Cost
RP-US Building	Repaired 3 classroom roofing and ceiling	Grade-III and office	Regular SBP fund; SBRMS; Donated by PTA, etc.	Php50,000.00
1 Classroom.	New Construction	Office/Academic Class	Sagip Eskwela Proj.; FFCCCI Inc.; LGU; SEF; Donated by	Php430,000.00

- (3) List of Donors and Donations Received during School Year 2014-2015, 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 V – VI classes	On-going, etc.

11. CYNTHIA T. SONEJA

(1) SPED Accomplishment Report, SY 2014-2015

- I. Introduction
- II. Objectives
- III. Highlight of Accomplishments
 1. Enrolment by Exceptionality
 2. Personnel Profile

Name (SPED & Receiving Teachers)	Position	Class Handled	Educational Qualification	No. of Years Handling SPED	Age
1.					
2.					
3.					

3. Activities with Pictorials
 - a. Trainings conducted/attended
 - b. Other Pupils/Teachers Activities
- IV. Problems Met
- V. Recommendations

12. SARAH S. CHIONG

(1) Designated District (elem.) and School (sec.) Cultural, Music and Arts 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 2014-2015

(4) Profile of Teachers Teaching Music, Arts and P.E. and Health (MAPEH)

C. ADMINISTRATIVE STAFF**1. EVA S. TOLENTINO, Administrative Officer V (Administration)**

- (1) Statement of Assets and Liabilities
- (2) Performance Rating of Non-Teaching Personnel (For July- December 2014)

2. MA. CIELO C.TUBALE, Administrative Officer V (Finance)

- (1) Budget and Financial Accountability Reports (BFARs)

3. ANGELO JAMES O. AGUINALDE, Accountant II

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

4. JUVY TATAD-TRINIDAD, Nurse II/HNS Focal Person

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



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DIVISION CLEARANCE

This is to certify that _____ of _____ has been cleared of all money, property and other accountability of School year 2014-2015. 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 officials/personnel.

NAME	SIGNATURE	DATE SIGNED
JOSEFA V. ZAPE		
MIGUEL C. OGALINOLA		
LYDIA D. ABUNDO		
GINA B. PANTINO		
ROMEL G. PETAJEN		
GINA L. CUSTODIO		
MARY JEAN S. ROMERO		
NELSON T. SICIO		
ROSA T. TUSI		
AMELIA B. CABRERA		
SARAH S. CHIONG		
CYNTHIA SONEJA		
JEZRAHEL OMADTO		
MA. CIELO C. TUBALE		
EVA S. TOLENTINO		
RAQUEL L. PAHUYO		
JUVY T. TRINIDAD		
ANGELO JAMES O. AGUINALDE		
RODGER MATIENZO		
MARICHELE B. LLAVE		
ELIZABETH R. IFURUNG		
CRISTINA T. BARRAMEDA		
CARMELA MOLOD		

Requesting Official/Personnel:

 Name in Print and Signature

 Position

Recommending Approval:

MARIANO B. DE GUZMAN
 Asst. Schools Division Superintendent

APPROVED:

JOSE L. DONCILLO, CESO VI
 Schools Division Superintendent

- (4) Statement of Appropriation and Expenditures- SEF 2014- District and Secondary Level
- (5) Approved School Board Budget for FY 2015- 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	Number	Status
SFP 2012	Armchair- Combination of Steel and wood	50	Good condition
SPF 2013	Teacher's Table and Chair	1 set	Made of soft lumber, etc.