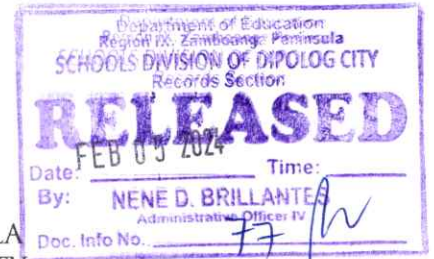




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



February 5, 2024

**DIVISION MEMORANDUM**

NO. 77, s. 2024

**SUBMISSION OF 2023 ANNUAL ACCOMPLISHMENT REPORT**

To: Chief, Schools Governance and Operations Division  
Chief, Curriculum and Implementation Division  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
Division Section/Unit Heads  
*This Division*

1. Anchored on the principles of accountability and transparency, this Division directs the preparation and submission of the 2023 Annual Accomplishment Report (AAR) through the Committee on the AAR. Subsequently, this will be submitted to the School Management Monitoring & Evaluation (SMME) of the Schools Governance and Operations Division.

2. The Committee on the Annual Accomplishment Report (AAR) is reconstituted with the following members:

Chairperson: Dr. Nur N. Hussien, SGOD Chief

Vice Chairperson: Dr. Amelinda D. Montero, CID Chief

Members:

Dr. Zyhrine P. Mayormita, EPS in Science

Dr. Melanie B. Bantilan, PSDS in West B

Dr. Olalio D. Delos Santos, PSDS in South C

Noel G. Solis, Secondary School Principal

Sharika D. Jumawan, Elementary School Principal

Luisiano S. Murro Jr., SEPS – SMME

Marie Antoinette F. Nazareth, PO III – Planning Section

Randyl A. Geraga, AO V Budget Officer/OIC-AO V Admin

3. The Technical Working Group (TWG) will be assigned as graphic and layout artists and shall do the printing of the final output. The group shall be composed of the following members:

Chairperson: Chris Rey VIII A. Herrera, Nurse II – SHN/DIO

Vice-Chairperson: Neil Nonato F. Sebastian, EPS II – SMME

Members:

Cielbert E. Dondoyano Jr., PDO I – YFU/DIO-Alternate/DPAC

Shiela May E. Idol, ADAS III – OSDS (Accounting)

Vince Gerald A. Fuerzas, ADAS III – CID





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4. The report shall be a presentation of accomplishment of the school/office/section/unit for the year according to its mandate and service delivered to provide access for quality education and promotion of good governance in education. All unit/section heads may set earlier dates for the submission of accomplishment reports from the offices in their respective unit/section. **This report will be sent to the School Management Monitoring and Evaluation (SMME) Section**, through SEPS Murro (Email: [luisiano.murro001@deped.gov.ph](mailto:luisiano.murro001@deped.gov.ph)) and EPS Sebastian (Email: [neil.sebastian@deped.gov.ph](mailto:neil.sebastian@deped.gov.ph))
5. The 2023 Committee on the AAR and TWG shall be granted compensatory overtime credits (COC) whenever completion of the assign task will require working beyond regular working hours/days.
6. See attached Enclosure 1 for the details regarding the timeline of the activities and Annexes A and B for the sample templates for the school and division office accomplishment reports.
7. The Committee and TWG shall have their **first meeting this coming February 12, 2024**, at the OSDS, Level 2 of the SDO. The meeting shall start at exactly **9 a.m.**
8. Widest dissemination of this information to all concerned is highly desired.

  
**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent



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(Enclosure 1 to Division Memorandum No. 77, s. 2024)

**WORK PLAN ON THE WRITING AND SUBMISSION OF  
ANNUAL ACCOMPLISHMENT REPORT FOR THE YEAR 2023**

**I. TASKS**

- A. Task to accomplish by the schools and various sections/units of the SDO
  - 1. Writing of 2023 AAR
  - 2. Submission of 2023 AAR to the Committee
- B. Task to accomplish by the Committee and TWG
  - 1. Verification of all data submitted
  - 2. Outlining of the 2023 AAR
  - 3. Designing and formatting
  - 4. Reviewing and feedbacking of the [draft] output
  - 5. Submission of the 2023 AAR to the Region IX Office

**II. OBJECTIVES**

- A. Enhancing Accountability and Transparency
  - 1. Crafting a 2023 Annual Accomplishment Report (AAR) for the Department of Education Dipolog City Division serves to enhance accountability by providing a comprehensive overview of the division's achievements, activities, and initiatives throughout the year.
  - 2. By documenting and presenting key accomplishments, the report promotes transparency within the department, allowing stakeholders such as educators, administrators, parents, and the community to gain insights into the division's performance and impact.
- B. Informing Decision-Making and Resource Allocation
  - 1. The AAR serves as a valuable tool for informing decision-making processes within the division.
  - 2. By highlighting successes, challenges, and areas for improvement, the report provides decision-makers with the necessary information to allocate resources effectively, prioritize initiatives, and develop strategic plans for the upcoming year.
- C. Strengthening Stakeholder Engagement and Communication
  - 1. Crafting a comprehensive annual accomplishment report fosters stronger engagement and communication with stakeholders, including educators, students, parents, government officials, and the broader community.
  - 2. The report showcases the division's commitment to transparency and accountability, building trust and confidence among stakeholders and encouraging their active involvement in educational initiatives and decision-making processes.



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### III. COMMITTEE

The committee for the 2023 AAR is a dedicated group of individuals appointed to oversee the planning, coordination, development, and submission of the AAR. The committee is responsible for gathering relevant data, information, and achievements from various departments or individuals within the organization, compiling these materials into a comprehensive report, and ensuring its accuracy and completeness.

The committee chair and members are the following:

Chairperson: Dr. Nur N. Hussien, SGOD Chief

Vice Chairperson: Dr. Amelinda D. Montero, CID Chief

Members:

Dr. Zyhrine P. Mayormita, EPS in Science

Dr. Melanie B. Bantilan, PSDS in West B

Dr. Olalio D. Delos Santos, PSDS in South C

Noel G. Solis, Secondary School Principal

Sharika D. Jumawan, Elementary School Principal

Luisiano S. Murro Jr., SEPS – SMME

Marie Antoinette F. Nazareth, PO III – Planning Section

Randyl A. Geraga, AO V Budget Officer/OIC-AO V Admin

### IV. TECHNICAL WORKING GROUP

The TWG is tasked with designing the layout and format of the report, incorporating visual elements, and reviewing the content to align with the organization's goals and objectives.

The TWG is composed of:

Chairperson: Chris Rey VIII A. Herrera, Nurse II – SHN/DIO

Vice-Chairperson: Neil Nonato F. Sebastian, EPS II – SMME

Members:

Jose Mari M. Apilan, ITO

Cielbert Dondoyano Jr., PDO I – YFU/DIO-Alternate/DPAC

Shiela May E. Idol, ADAS III – OSDS (Accounting)

Vince Gerald A. Fuerzas, ADAS III – CID

### V. OUTLINE

- A. Foreword
- B. Message
- C. Table of Contents
- D. Vision, Mission, Core Values, Quality Policy Statement
- E. Financial Accomplishments, Budget Utilization, Liquidation FY 2023
- F. Three-Year Comparative Data on Performance Indicators
- G. Outstanding Achievements/Awards and Recognition
- H. Programs, Projects, Activities Implemented (with descriptions and pictorials)
- I. Office, School, Section and Unit Organizational Structure



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**VI. IMPLEMENTATION PLAN**

Step	Activity	Strategy	Persons Involved	Date and Time
1	First Meeting	<ul style="list-style-type: none"> <li>Setting of responsibilities of the Committee and TWG</li> <li>Finalization of plan for the accomplishment of the goals and review of the outline</li> </ul>	Committee and TWG: Hussien, Montero, Mayormita, Bantilan, Delos Santos, Solis, Jumawan, Murro, Nazareth, Geraga, Herrera, Sebastian, Apilan, Dondoyano, Idol, & Fuerzas	Monday, February 12, 2024, 9 a.m. at the OSDS, Level 2 of the SDO
2	District, Division, Unit Orientation on the Submission of the School, Division, Unit 2023 AAR	<ul style="list-style-type: none"> <li>CID Data Report</li> </ul>	Montero & Mayormita	Tuesday, February 13, 2024, 9 a.m.
		<ul style="list-style-type: none"> <li>SGOD Data Report</li> </ul>	Hussien & Murro	Tuesday, February 13, 2024, 9 a.m.
		<ul style="list-style-type: none"> <li>OSDS Data Report</li> </ul>	Geraga, Bantilan, & Delos Santos	Tuesday, February 13, 2024, 9 a.m.
		<ul style="list-style-type: none"> <li>School Data Report</li> </ul>	Secondary: Solis Elementary: Jumawan	Tuesday, February 13, 2024, 9 a.m.
		<ul style="list-style-type: none"> <li>Collection and Inventory of 2023 AAR from the three functional divisions and all schools</li> </ul>	Murro & Sebastian	Monday, February 26, 2024, 5:00 p.m.
3	Consolidation of data	<ul style="list-style-type: none"> <li>Consolidate and arrange the data according to the outline</li> </ul>	Hussien, Murro, Herrera, Sebastian, Apilan, Dondoyano, Idol, & Fuerzas	February 27-29, 2024
4	Designing, Formatting, and Editing	<ul style="list-style-type: none"> <li>Design, format, &amp; edit according to DMOS</li> </ul>	Herrera & Dondoyano	March 1-18, 2024
5	Review of the Output	<ul style="list-style-type: none"> <li>Use a structured review checklist or rubric to ensure consistency and thoroughness in</li> </ul>	Committee	March 19-20, 2024





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		evaluating each section of the report • Incorporate relevant feedback into the final version of the AAR, ensuring that the report accurately reflects the perspectives and input of key stakeholders		
6	Printing	• Provide clear specifications and guidelines to the printing processors regarding layout, color accuracy, and any special requirements to ensure the final printed AAR accurately reflects the intended design and content	Idol & Fuerzas	March 21-22, 2024
7	Submission to the RO IX		Committee	March 25, 2024
8	Uploading to the Website		Apilan	March 25, 2024

**VII. DEADLINE OF SUBMISSION**

- A. To the SDO: Monday, February 26, 2024 at 5:00 p.m.
- B. To RO IX: Monday, March 25, 2024 at 5:00 p.m.

**VIII. GRANT OF COC**

The 2023 Committee on the AAR and TWG shall be granted compensatory overtime credits (COC) whenever completion of the assign task will require working beyond regular working hours/days.



