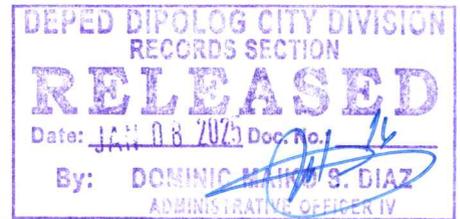




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



January 6, 2025

DIVISION MEMORANDUM

No. 16, s. 2025

**CRAFTING AND SUBMISSION OF THE ANNUAL ACCOMPLISHMENT REPORT
FOR YOUTH FORMATION PROGRAMS UNDER THE NEW KABILIN BRANDING**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All School Principals
Concerned Teaching Personnel
Supreme Secondary Learner Governments
Supreme Elementary Learner Governments
This Division

1. To further promote transparency, accountability, and consistent documentation of learner-centered initiatives, all **Supreme Elementary and Secondary Learner Governments** (SELGs & SSLGs) are hereby directed to prepare and submit their **Annual Accomplishment Report** (AAR) for School Year 2024-2025 utilizing the **KABILIN** branding.

2. KABILIN, which translates to "legacy" or "inheritance," serves as the official framework for reporting youth-centered programs, projects, and activities. This will ensure that all learner-government and student organization and club initiatives are documented comprehensively and consistently while reflecting the values of leadership, service, and legacy.

3. Therefore, all presidents or leaders of various school organizations and clubs are required to submit electronic copies of their accomplishment reports to their respective SELG/SSLG. The SSLG is advised to consolidate these reports and include them in the first volume of their KABILIN AAR. To ensure uniformity and adherence to standards, the official KABILIN branding format and templates can be accessed and downloaded via the following link: **<https://tinyurl.com/KABILINmaterials>**.

4. Each AAR includes the following parts:

- Cover Page
- School Profile Page
- SELG/SSLG Profile Page
- List of Organizations and Clubs Page
- Coordinating Council Page
- KABILIN Page
- Election Season + Oath Taking Ceremony (previous SY)
- First Quarter Activities





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- Second Quarter Activities
- Third Quarter Activities
- Fourth Quarter Activities (activities conducted prior the Elections of the next SY)
- Resolutions and Memoranda
- Non School-Based Activities Participated by the Student-Leaders & Learners (Optional)

5. Each activity included in the AAR **must** contain the following sections:

- Activity Title
- Date and Venue
- Objectives
- Target Participants
- Highlights of the Activity
 - Narrative description of key moments, programs, and outcomes
- Impact Statements
 - Quotes or testimonies from participants, teachers, or organizers
- Budget and Liquidation
 - Detailed list of expenses with scanned receipts or corresponding justifications
- Photos and Documentation
 - At least 3–4 high-quality images with captions or collage-type of display

6. Each learner government is encouraged to design their own aesthetic layout that aligns with their school's brand colors. However, the prescribed format and required sections must be strictly followed. See aforementioned link for an output sample.

7. The consolidated KABILIN AAR must be submitted to the Division YFCs on or before **February 14, 2025**. Details regarding the designated repository drive for submission will be provided through a separate advisory.

8. For clarifications and inquiries regarding this issuance, all concerned parties are directed to coordinate with the SGOD-LFU:

Cielbert E. Dondoyano Jr. Project Development Officer I 0956 590 9773	Andrew Homil G. Elumbaring Project Development Officer I 0952 482 8676
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9. Utmost compliance in this matter and immediate dissemination of this memorandum is directed.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent