



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

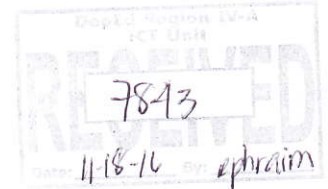
No. 383s. 2016

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL DIVISION CHIEFS/UNIT HEADS

FROM : DIOSDADO M. SAN ANTONIO
Regional Director

SUBJECT : 2016 ANNUAL ACCOMPLISHMENT REPORT

DATE : NOVEMBER 16, 2016



In compliance with the directive of the Department of Education, Central Office and the Commission on Audit for the submission of the Agency's **Annual Accomplishment Report**, all the Schools Division Offices and the Regional Office IV-A(CALABARZON) Division/Units are requested to submit their Annual Report for Calendar Year 2016.

The reports should be submitted in soft copy (thru email address: pprd4a@gmail.com) and hard copy on or before **December 15, 2016** to PPRD Office, DepEd Region IV- A, Gate 2 Karangalan Village, Cainta Rizal, attention to Dr. Melna R. Albano, Chief Education Supervisor, following the attached suggested outline.

Furthermore, it is likewise requested to include pictures of your division/office significant accomplishments.

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





2016 ANNUAL REPORT

The Annual Report should highlight the accomplishments for the year vis-à-vis targets within the context of the National Plan of Action, Regional Strategy Plan of Action and Philippine Development Plan. It allows stakeholders to assess the success, priorities and needs of the region. It will also provide information on the region's performance in service delivery and budget implementation through an update of key performance indicators.

I. Introduction

- A brief preface to the Annual Report

II. Executive Summary

- A narrative summary of the main points made in the body of the report
- It presents highlight of the Division's accomplishments on key performance indicators, summarizes the results of major initiatives and lists critical issues that need to be addressed for the next report

III. Strategic Goals

- A summary of the Division's mandate, targets and priorities that guided the year's strategies and activities

IV. Progress Reports on Key Performance Indicators

- This is the main body of the annual report and it includes a narrative overview of how well your division met the national and local targets on key performance indicators in access, efficiency, quality and completion
- A select number of charts and graphs indicating performance on key indicators must be included
- The text should indicate which targets have been met and how and which ones have not been met and why
- This section will look at target accomplishments of the region and division level
- The analysis of performance will pinpoint specific districts and school segments that experienced gains or setbacks in attaining the critical performance indicators

V. Report on Resources, Governance and Policy

- A brief narrative report on the division's organizational structure as it relates to major initiatives launched within the year





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- The report includes accomplishments and backlogs in key performance indicators on critical physical and financial resources
 - It also includes a brief summary of accomplishments in terms of new or revised policies, new programs and systems implemented

VI. Budget Performance

- A table indicating planned and actual budget performance per PPA

VII. Priorities for the Next Year

- A summary of challenges, issues and opportunities related to attaining the key performance indicators that need to be addressed in the next year's Strategic Plan

VIII. Appendixes

- Critical charts and graphs on physical resources and personnel
- Other charts and graphs