Regional Memorandum

PREPARATION OF ANNUAL ACCOMPLISHMENT REPORT FY 2020

To All Schools Division Superintendents
   All Functional Division Chiefs

1. The Department of Education Region IV-A CALABARZON, through the Policy, Planning, and Research Division (PPRD), hereby issues the prescribed outline on the preparation of Annual Accomplishment Report for the Regional Office and School Division Offices (SDOs).

2. The Annual Accomplishment Report (AAR) shall summarize the agency’s accomplishments relative to its mandate of providing access to quality basic education and good governance. This must be accomplished collaboratively by the Regional Planning Team (Functional Division Chiefs and Program Focal Persons) and Division Planning Team (SDSs/ASDSs, CID and SGOD Chiefs, Planning Officers III and Senior Education Program Specialists for Planning and Research).

3. For SDOs to accomplish this report, please access bit.ly/07AARsdo; for RO, kindly open the link bit.ly/2020ANNUALaccomplishment.

4. Attached is the prescribed format of the Annual Accomplishment Report.

5. For queries, you may ask Allan D. Tipan or Jona M. Malonzo through pprd.calabarzon@deped.gov.ph or 8647-7487 loc. 470 and 472.

6. Immediate and strict compliance to this Memorandum is expected.

WILFREDO E. CABRAL
Regional Director

pprd/jmm

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"