



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



23 November 2021

Regional Memorandum

PREPARATION OF ANNUAL ACCOMPLISHMENT REPORT FY 2021

To **Schools Division Superintendents**
Functional Division Chiefs

1. Based from the agreements during the recently concluded Virtual Coordination Meeting on the Preparation and Submission of Annual Accomplishment Report for FY 2021, this Office, through the Policy, Planning, and Research Division (PPRD), hereby issues the prescribed outline on the preparation of Annual Accomplishment Report FY 2021 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/ASDs, 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/07AARsdos**; for RO, kindly open the link **bit.ly/2021ANNUALaccomplishment**.
4. Attached is the prescribed format of the Annual Accomplishment Report.
5. For queries, please contact Allan D. Tipan or Jona M. Malonzo through pprd.calabarzon@deped.gov.ph or 8647-7487 loc. 470 and 472.


FRANCIS CESAR B. BRINGAS
Regional Director

cc: pprd/jmm



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Document Inquiry : <https://r4a-teadoc.com/inquire>
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Attachment

Annual Accomplishment Report (AAR) Outline

General Instructions

- Accomplish this annual report template by encoding the information completely and clearly and submitting the soft copy, in word format, through the prescribed link mentioned in the memorandum.
- Use A4 size bond paper, Century Gothic 11, single space
- The report should highlight the accomplishments for the year vis-à-vis targets within the context of Annual Implementation Plan (AIP)/Work and Financial Plan (WFP) anchored on the Region Basic Education Plan (RBEP)/Division Education Development Plan (DEDP) and Basic Education Learning Continuity Plan (BE-LCP).
- Sections with tables need to be answered in the Google Sheets. Only the narratives will be encoded in MS Word.

Cover Page

Regional Director's/Schools Division Superintendent's Message

Assistant Regional Director's/Assistant Schools Division Superintendent's Message

Preliminaries (required after the cover page)

- DepEd Vision, Mission, and Core Values
- DepEd Mandate
- Table of Contents
- List of Tables
- List of Figures
- List of Acronyms

I. Introduction

- 1st paragraph: purpose/goal of the office (mandate)
- 2nd paragraph: strategies/added values to achieve purpose/goals (itemize major programs/projects)
- Percentage of performance outputs

Status of Basic Education Resources

1. For Region Proper (PPRD)
2. For Division Proper (SDO)
3. For the Major Accomplishments of the DepEd Regional Office/Division Office (ESSD & SDO)
4. Educational Outcomes (PPRD & SDO)

II. Narrative of Major Output

1. Based on KRA

A. Name of program/project and its purpose

1st sentence: percentage/number of accomplishment/s (refer to Google Sheets)

2nd sentence: description of the program/project outputs

3rd sentence: strategies used for successful implementation/best practice, quick wins, and lessons learned

Note:

Include one (1) photo per strategy/best practice, quick wins, and lesson learned

III. Financial Accomplishment (Finance Division & SDO)