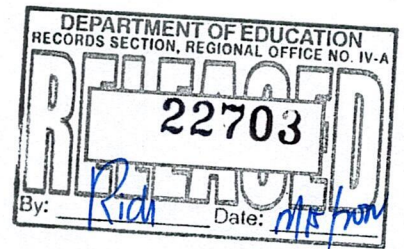




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON




13 December 2022

Regional Memorandum
No. 807, s. 2022

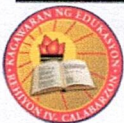
**VIRTUAL COORDINATION MEETING ON THE PREPARATION
& SUBMISSION OF ANNUAL ACCOMPLISHMENT REPORT
(AAR) FOR FY 2022**

To **Schools Division Superintendents**
Functional Division Chiefs

1. In preparation for the submission of Annual Accomplishment Report (AAR) for FY 2022, this Office through the Policy, Planning and Research Division (PPRD) will conduct a Virtual Coordination Meeting on **December 19, 2022** at 3:00-4:00 p.m. via Zoom.
2. The activity aims to orient the participants on the updated AAR template and capacitate them in AAR preparation using Google Sheets and Docs.
3. The participants in this activity are the Division Planning Officers and one AAR focal person per schools division office/functional division office/unit/section who is preferably a PMIS focal person. In addition, the participants are requested to confirm their attendance using the link bit.ly/2022AARmeeting on or before **December 16, 2022** to receive the meeting link for this activity.
4. Enclosed herewith are the list of participants and technical Working Group (TWG), and indicative program of activities for your reference.
5. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc: pprd/jmm



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487 local 470 to 471
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



**VIRTUAL COORDINATION MEETING
ON THE PREPARATION & SUBMISSION OF ANNUAL
ACCOMPLISHMENT REPORT (AAR) FOR FY 2022**

December 19, 2022
via Zoom

List of Participants

Office	No. of Pax
ORD	4
CLMD	1
ESSD	1
FTAD	1
QAD	1
HRDD	1
ASD	7
FIN	1
Antipolo City	2
Bacoor City	2
Batangas City	2
Batangas Province	2
Biñan City	2
Cabuyao City	2
Calamba City	2
Cavite City	2
Cavite Province	2
Dasmariñas City	2
General Trias City	2
Imus City	2
Laguna Province	2
Lipa City	2
Lucena City	2
Quezon Province	2
Rizal Province	2
San Pablo City	2
San Pedro City	2
Sta. Rosa City	2
Sto. Tomas City	2
Tanauan City	2
Tayabas City	2
TOTAL	62

Technical Working Group

Name	Position
Viernalyn M. Nama	Chair
Allan D. Tipan	Co-Chair
Jona M. Malonzo	Co-Chair
Jumar M. Sadsad	Member
Adrian A. Bullo	Member
Liezel M. Selda	Member
Erick John N. Malabanan	Member

Activity Matrix

Time	Agenda	Presenter	
3:00 p.m.	Invocation	Secretariat	PPRD
3:05 p.m.	Meeting Proper <ul style="list-style-type: none"> • Determining the Quorum • Call to Order • Provisional Agenda 	Jona Malonzo Viernalyn M. Nama Jona Malonzo	EPS II Chief ES, PPRD EPS II
	New Business		
	Discussion on the following templates:		
3:30 p.m.	1. Major Accomplishments	Eduarda Zapanta	Chief ES, ESSD
3:35 p.m.	2. Educational Outcomes 3. Key Performance Indicators 4. BAR No. 1 (FY 2022 4 th Quarter Report)	Adrian Bullo	PO III
3:50 p.m.	5. Narrative of Major Outputs	Jona Malonzo	EPS II
3:55 p.m.	Ways Forward	Viernalyn Nama	Chief ES, PPRD
4:00 p.m.	Synthesis of the Virtual Coordination Meeting	Jona Malonzo	EPS II