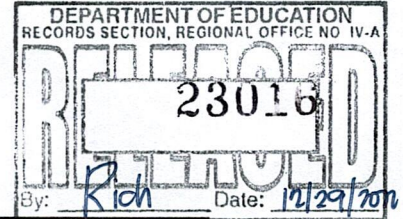




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



27 December 2022

**Regional Memorandum**  
No. 819, s. 2022

**PREPARATION OF ANNUAL ACCOMPLISHMENT  
REPORT (AAR) FY 2022**

To **Schools Division Superintendents**  
**Functional Division Chiefs**

1. In view of the agreements made during the recently concluded Virtual Coordination Meeting on the Preparation and Submission of Annual Accomplishment Reports (AAR) for FY 2022 on December 19, 2022, this Office, through the Policy, Planning and Research Division (PPRD), informs all personnel concerned on the recommended outline in the preparation of AAR FY 2022 for the Regional Office and Schools Division Offices.
2. The AAR must be accomplished collaboratively by the Regional Planning Team (Functional Division Chiefs and Program Focal Persons) and Division Planning Team (SDSs/ASDSs, CID & SGOD Chiefs, Planning Officers III, & Senior Education Program Specialists for Planning and Research).
3. For SDOs to accomplish this report, the Division Planning Officers (DPOs) shall use their official email address using the ink **bit.ly/2022AARlinks**. On the other hand, for the Regional Office, kindly open the link **bit.ly/2022aarROlinks** which is only accessible by the official functional division email address. Moreover, for the editable version of the recommended AAR outline, kindly use **bit.ly/2022AARForm**.
4. Also, based on the agreements made during the Virtual Coordination Meeting, the deadline of submission will be on **January 27, 2022**.
5. For queries, please contact Allan D. Tipan or Jona M. Malonzo through [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph) or (02) 8682-2114 local 470 to 471.
6. 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](http://depedcalabarzon.ph)

