



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



PPRD-RM-2023-719

29 November 2023

Regional Memorandum
No. 719, s. 2023

**PREPARATION OF THE CY 2023 SDO ANNUAL
ACCOMPLISHMENT REPORT (AAR)**

To **Schools Division Superintendents**

1. Relative to the submission of the CY 2023 Annual Accomplishment Report (AAR), this Office directs all Schools Division Offices to prepare a comprehensive report following the herein guidelines and enclosed template.
2. The SDO may constitute a team or task force that will collaboratively accomplish the AAR. Below are the parts of the report that will be prepared by the following automatic members of the team:

Part 1 - CID and SGOD Chiefs

Part II, No.1 - HRMO

Part II, No. 2 - SGOD EPS and other Concerned Personnel

Part II, No. 3 - Planning Officer and CID Chief

Part II, No. 4 - Planning Officer, SEPS in SMME, and CID Chief

Part II, No. 5 - Planning Officer and Budget Officer

Part III - SEPS in SMME, SGOD Chief and CID Chief

Part IV - Budget Officer

Validation of all Data - Planning Officer

Consolidation and Submission - SGOD (c/o SEPS in SMME)

3. In accomplishing the AAR, the following specific guidelines are provided:
 - 3.1 Download the soft copy of the working file (template) through **bit.ly//AARoutline**. Place the file in the SDO official communication template.
 - 3.2 Accomplish the report by parts, review and validate each, and consolidate into one (1) division report.
 - 3.3 Recommend and approve the report for submission to the regional office.
4. The AAR shall be in A4 size with Narrow margins, Bookman Old Style pt 11, and with single spacing. Two (2) files of the AAR shall be submitted, one (1) in Word File and the other is the official/signed one in PDF. All reports shall be submitted by uploading the files to **bit.ly//AARSubmission** not later than **December 22, 2023**.



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5. For queries, please contact PPRD through pprd.calabarzon@deped.gov.ph or call (02)8682-2114 local 470-471.
6. For immediate dissemination and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

07/ROP1

Enclosure - AAR Template

CY 2023 ANNUAL ACCOMPLISHMENT REPORT (AAR)

Division Cover Page

(in 1 full page)

Schools Division Superintendent's Message

(in a half or full page)

Assistant Schools Division Superintendent's Message

(in a half or full page)

Preliminaries (in separate sections)

- Table of Contents
- List of Tables
- List of Figures
- List of Acronyms

I. Introduction (new section)

Paragraph 1: Office Mandate

Paragraph 2: Enumerate the major/flagship programs and projects including brief description of each

II. Basic Education Status Reports

1. Status of Filling-Up of Workforce

Type	Operating Unit	No. of School	Plantilla Position	Filled-Up	Vacant
Non-Implementing Units	Kinder				
	Elementary				
	Junior High School				
	TOTAL				
Implementing Units	Division Office				
	Junior High School				
Implementing & Non-Implementing Units	with Senior High School				
OVERALL TOTAL					

Brief analysis and discussion of facilitating factors and issues and concerns relative to filling up of vacancies: _____

2. Major Accomplishments

Major Final Outputs (MFOs)		CY 2022 Actual Accomplishment	CY 2023 ACCOMPLISHMENT			Variance of Accomplishment (CY 2023 less CY 2022)	Remarks
			Target	Actual	%		
PARTNERSHIP AND LINKAGES							
Adopt-a-School Program	number of schools						

Major Final Outputs (MFOs)		CY 2022 Actual Accomplishment	CY 2023 ACCOMPLISHMENT			Variance of Accomplishment (CY 2023 less CY 2022)	Remarks
			Target	Actual	%		
Brigada Eskwela Program	number of schools						
Partnership & Linkages with line Agencies and Private Stakeholders	number of stakeholders - Private entities, LGU,s Line Agencies						
EDUCATION FACILITIES							
Construction of Classrooms	Number of Completed Construction of Classroom						
	Number of Ongoing Construction of Classroom						
Repair of Classrooms	Number of Completed Repair of Classroom						
Repair and Rehabilitation of Gabaldon Buildings	Number of Completed Repair of Classroom						
Last Mile School Program	Number of Completed Construction of Classroom						
Construction of Health Facilities	Number of Facilities Constructed						
Quick Response Fund	Number of Completed Construction of Classroom						
Division Office Initiated Projects	Percentage of actual accomplishment						
HEALTH, DENTAL AND NUTRITION							
School-Based Feeding Program	number of recipients						
Gulayan sa Paaralan Program	schools received financial assistance						

Major Final Outputs (MFOs)		CY 2022 Actual Accomplishment	CY 2023 ACCOMPLISHMENT			Variance of Accomplishment (CY 2023 less CY 2022)	Remarks
			Target	Actual	%		
Dental Health for Learners	examined						
	treated						
	given oral health talk						
Dental Health for Division Office Employees	examined and treated						
Health and Wellness for Division Office Employees	number of employees						
School-Based Deworming Program	January						
	July						
School Mental Health Program	schools monitored						
Adolescent Reproductive Health Program	schools monitored						
WASH in Schools (WinS) Program	schools monitored						
YOUTH FORMATION PROGRAM							
Youth Formation Program	trainings conducted						
DISASTER RISK REDUCTION AND MANAGEMENT							
DRRM/Climate Change Adaptation Information Campaign and Advocacy	Manila Bay Rehabilitation						
	DENR Water Quality Management Agency						
	Climate Change Adaptation						
DRRM Capability Building Program	trainings conducted						
DRRM Division Coaching	coachings conducted to schools						

3. Educational Outcomes - Key Performance Indicators

Education Level	Performance Indicator		Target (2023)	Accomplishment (2023)		Variance	Remarks
(a)	(b)		(c)	(d)	Reference	(c)-(d)	(f)
Kindergarten	Access	Enrollment Data			SY 2023-2024 LIS Data		
		Public					
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate			SY 2022-2023 or latest available data		
		Net Enrollment Rate					
Elementary	Access	Enrollment Data			SY 2023-2024 LIS Data		
		Public					
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate			SY 2022-2023 or latest available data		
		Net Enrollment Rate					
		Transition Rate					
	Efficiency	Cohort Survival Rate			SY 2022-2023 or latest available data		
		Completion Rate					
		Dropout Rate					
		Repetition Rate					
		Promotion Rate					
		Graduation Rate					
		Retention Rate					
	Quality	NAT G6 - Proportion of at least Nearly Proficient			SY 2021-2022 or latest available data		
Junior High School	Access	Enrollment Data			SY 2023-2024 LIS Data		
		Public					
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate			SY 2022-2023		
		Net Enrollment Rate					
		Transition Rate					
	Efficiency	Cohort Survival Rate			SY 2022-2023		

Education Level	Performance Indicator		Target (2023)	Accomplishment (2023)		Variance	Remarks
(a)	(b)		(c)	(d)	Reference	(c)-(d)	(f)
		Completion Rate					
		Dropout Rate					
		Repetition Rate					
		Promotion Rate					
		Graduation Rate					
		Retention Rate					
	Quality	NAT G10 - Proportion of at least Nearly Proficient			SY 2021-2022		
Senior High School	Access	Enrollment Data			SY 2023-2024 LIS Data		
		Public					
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate			SY 2022-2023		
		Net Enrollment Rate					
		Transition Rate					
	Quality	NAT G12 - Proportion of at least Nearly Proficient			SY 2021-2022		

4. Fourth Quarter Physical Report of Operation (BAR No. 1)

Organizational Outcomes / Performance Indicators		BED 2 FY 2023 Target	FY 2023 Accomplishment (Overall)	Variance	Remarks
		(a)	(b)	(a)-(b)	(d)
EDUCATION POLICY DEVELOPMENT PROGRAM	Number of education researches completed				8th Cycle BERF grantees
BASIC EDUCATION INPUTS PROGRAM	Percentage of schools meeting the standard ratio for teachers				
	a. Elementary				
	b. Junior High School				
	c. Senior High School				
	Number of newly-created teaching positions filled up (K/elem, JHS, SHS)				
	Percentage of learners enrolled in:				

Organizational Outcomes / Performance Indicators		BED 2 FY 2023 Target	FY 2023 Accomplishment (Overall)	Variance	Remarks
		(a)	(b)	(a)-(b)	(d)
INCLUSIVE EDUCATION PROGRAM	a. SPED (Public)				
	b. ALIVE (both public and private)				
	c. IPED (Public)				
	Percentage of Learners Provided with Learning Resources (Public)				
	Number of schools offering the following programs:				
	a. ALIVE				
	b. IPED				
	c. SPED				
	Number of public schools provided with learning resources				
	SUPPORT TO SCHOOLS AND LEARNERS PROGRAM	Retention Rate			
Elementary					
Secondary (Grade 7-12)					
Completion Rate					
Elementary					
Secondary (Grade 7-12)					
Proportion of learners achieving at least nearly proficient in the National Achievement Test					
a. Elementary (Grade 6)					
b. Junior High School (Grade 10)					
c. Senior High School (Grade 12)					
Number of learners benefiting from the "School-Based Feeding Program"					
EDUCATION HUMAN RESOURCE DEVELOPMENT PROGRAM		Increase in percentage of schools conducting schools Learning Action Cell sessions			
	Number of teachers and teaching-related staff trained				
	a. Teachers				
	b. Teaching Related Staff				

5. Status of FY 2023 Work and Financial Plan (WFP) – GASS (MOOE)

Programs/ Projects	Output	Activities	Performance Indicator	Physical		Financial		Remarks				
				Target	Actual	Target	Actual					
Office of the Schools Division Superintendent												
Program 1: _____												
Add additional rows for other Programs												
School Governance and Operations Division												
Program 1: _____												
Add additional rows for other Programs												
Curriculum Implementation Division												
Program 1: _____												
Add additional rows for other Programs												

III. Narrative Proper of Major Outputs for SDO-initiated PAPs (MOOE) (new section)

Schools Division Office Key Result Area No. _____

Program/Project 1: _____

Alignment with MATATAG Agenda: _____

Paragraph 1: Program/Project Title and its purpose

Paragraph 2: Presentation of the accomplishment in percentage or number

Paragraph 3: Description of the program/project outputs

Paragraph 4: Discussion of the strategies used for successful implementation, quick wins, and lessons learned

Note: Include one (1) photo per strategy/best practice, quick wins, and lesson learned**IV. Financial Accomplishment for ALL PAPs (FAR and BUR)**

Reviewed by:

(Name of ASDS)

Assistant Schools Division Superintendent

Approved (for Submission and Utilization):

(Name of SDS)

Schools Division Superintendent