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

QAD-RM-2024-886

10 December 2024

Regional Memorandum
No. 886 s. 2024

PREPARATION OF THE CY 2024 SDO ANNUAL ACCOMPLISHMENT REPORT (AAR)

To   **Schools Division Superintendents**

1. Relative to the submission of the CY 2024 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 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 - 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 https://bit.ly/2024_AARoutline. Place the file in the SDO official communication template.
    3.2 Accomplish the report by part, 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 https://bit.ly/2024AARSubmission not later than **January 6, 2025.**

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BAGONG PILIPINAS

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5. For queries, please contact QAD through qad.calabarzon@deped.gov.ph or call 02-8682-2114 local 450 and 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

05/ROQ1

Enclosure - AAR Template

CY 2024 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 2023 Actual Accomplishment	CY 2024 ACCOMPLISHMENT			Variance of Accomplishment (CY 2024 *less* CY 2023)	Remarks
			Target	Actual	%		
PARTNERSHIP AND LINKAGES							
Adopt-a-School Program	number of schools						

Major Final Outputs (MFOs)		CY 2023 Actual Accomplishment	CY 2024 ACCOMPLISHMENT			Variance of Accomplishment (CY 2024 *less* CY 2023)	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						
Dental Health for	examined						

Major Final Outputs (MFOs)		CY 2023 Actual Accomplishment	CY 2024 ACCOMPLISHMENT			Variance of Accomplishment (CY 2024 *less* CY 2023)	Remarks
			Target	Actual	%		
Learners	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 (2024)	Accomplishment (2024)		Variance	Remarks
(a)	(b)		(c)	(d)	Reference	(c)-(d)	(f)
Kindergarten	Access	Enrollment Data			SY 2024-2025 LIS Data		
		Public					
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate			SY 2023-2024 or latest available data		
		Net Enrollment Rate					
Elementary	Access	Enrollment Data			SY 2024-2025 LIS Data		
		Public					
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate			SY 2023-2024 or latest available data		
		Net Enrollment Rate					
		Transition Rate					
	Efficiency	Cohort Survival Rate			SY 2023-2024 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 2022-2023 or latest available data		
Junior High School	Access	Enrollment Data			SY 2024-2025 LIS Data		
		Public					
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate					
		Net Enrollment Rate			SY 2023-2024		
		Transition Rate					
	Efficiency	Cohort Survival Rate			SY 2023-2024		

Education Level	Performance Indicator		Target (2024)	Accomplishment (2024)		Variance	Remarks
(a)	(b)		(c)	(d)	Reference	(c)-(d)	(f)
Senior High School		Completion Rate					
		Dropout Rate					
		Repetition Rate					
		Promotion Rate					
		Graduation Rate					
		Retention Rate					
	Quality	NAT G10 - Proportion of at least Nearly Proficient			SY 2022-2023		
	Access	Enrollment Data					
		Public			SY 2024-2025 LIS Data		
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate					
		Net Enrollment Rate			SY 2023-2024		
		Transition Rate					
	Quality	NAT G12 - Proportion of at least Nearly Proficient			SY 2022-2023		

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

Organizational Outcomes / Performance Indicators		BED 2 FY 2024 Target	FY 2024 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 2024 Target	FY 2024 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 2024 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