



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



28 November 2025

Regional Memorandum
No. 898, s.2025

**PREPARATION OF THE CY 2025 SDO ANNUAL
ACCOMPLISHMENT REPORT (AAR)**

To **Schools Division Superintendents**

1. Relative to the submission of the CY 2025 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, SGOD Chief and CID Chief
 - Part II, No. 5- Planning Officer and Budget Officer
 - Part III- SEPS in SMME, SGOD 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/2025_AAR. 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, 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://tinyurl.com/2025-AAR-Submission> not later than **January 06, 2025**.

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


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

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