MEMORANDUM

TO: OIC-Asst. Schools Division Superintendent
   OIC- Chief, Curriculum Implementation Division
   OIC-Chief, Schools Governance Operations Division
   Education Program Supervisors
   Public Schools District Supervisors
   All Unit Heads
   All Others Concerned

FROM: ROMMEL O. BAUTISTA, CESO V
      Schools Division Superintendent

SUBJECT: YEAR END ACCOMPLISHMENT REPORT

DATE: December 18, 2018

Please submit the following reports tomorrow to the Office of the Assistant Schools Division Superintendent (hard and soft copies):

1. Accomplishment report (see attached format)
2. OPCRF; and
3. Slide Presentation (Target vs Accomplishment)

It is advised further that OIC-ASDS, Chiefs, Unit Head (Admin), SEPS Planning and Research, Staff be present on Thursday at Café Cristina, Antipolo City December 20, 2018.

For your compliance.
# 2018 ANNUAL ACCOMPLISHMENT REPORT

**Division:**

**Unit/Section:**

**Format:**
- A4, 1" margin all-sides
- Arial font, font size 11, single space

## I. Introduction

State the mandate and function of your unit/section/division

## II. Programs, Projects, Activities

### A. Programs/Projects/Activities Implemented

<table>
<thead>
<tr>
<th>Programs/Projects/Activities Implemented</th>
<th>Objective/s</th>
<th>Target Outputs/Outcomes</th>
<th>Actual Accomplishment/s</th>
</tr>
</thead>
</table>

Include a narrative on the facilitating/hindering factors that contributed to the attainment of the target/outcome.

### B. Trainings/Capacity-building/TA Provided

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Venue</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Ex: School Heads-67 Teachers - 200</td>
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</tbody>
</table>

### C. Student/Teacher/School Head/School Accomplishments

<table>
<thead>
<tr>
<th>Level (Int'l, Nat'l, Regional)</th>
<th>Contest</th>
<th>Event/Category</th>
<th>Date</th>
<th>Venue</th>
<th>Name/s of Contestant</th>
<th>School</th>
<th>Rank / Awards Won</th>
</tr>
</thead>
</table>

Antipolo City Sports Educational Hub, Sen. L. Sumulong Circle, Brgy. San Isidro, Antipolo
(02) 630-3110<br>depedantipolo.com

"EDUKASYONG TAPAT AT SAPAT PARA SA LAHAT"
### III. Action Points for Next Year

<table>
<thead>
<tr>
<th>Program, Project, Activity</th>
<th>Objective/s</th>
<th>Target Output/Outcomes</th>
<th>Time Frame</th>
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### IV. Pictorials with captions

Maximum of 8 pictures per page