



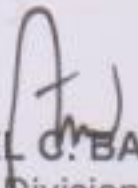
Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON

**CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO**



**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 C. 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.

UM NO. 658 s. 2018



## 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

Programs/Projects/Activities Implemented	Objective/s	Target Outputs/Outcomes	Actual Accomplishment/s

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

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

Activity	Date	Venue	Participants
			Ex: School Heads-67 Teachers - 200

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

Level (Int'l, Nat'l, Regional)	Contest	Event/Category	Date	Venue	Name/s of Contestant	School	Rank / Awards Won





III. Action Points for Next Year

Program, Project, Activity	Objective/s	Target Output/Outcomes	Time Frame

IV. Pictorials with captions

Maximum of 8 pictures per page

