

Department of Education
Region VI-Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

December 01, 2017

DIVISION MEMORANDUM


No. 312, s. 2017

URGENT CALL FOR SUBMISSION OF ANNUAL ACCOMPLISHMENT REPORT CY 2017

**To : Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the Districts/
Head Teacher In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
Focal Persons of Division Programs and Projects
All Others Concerned**

1. You are advised to submit the ANNUAL ACCOMPLISHMENT REPORT CY 2017, following the attached template on or before December 11, 2017, c/o Ms. Rita M. Rey, Senior Education Program Specialist, Monitoring and Evaluation.
2. For your immediate compliance.

For the Schools Division Superintendent:


DOBIE P. PAROHINOG, PhD
Chief, Education Program Supervisor
Curriculum Instructional Division
In-Charge of the Division

/MCV

2017 SCHOOL ANNUAL ACCOMPLISHMENT REPORT FORMAT

Progress Report on Key Performance Indicators

This is the main body of the Annual Report and includes a narrative overview of how well your District/School met the Division and local targets set on key performance indicators in access, efficiency, quality and completion. A selected number of charts and graphs indicating the performance indicators should be included. The text should indicate which targets have been met and how and which ones not been met and why. This section will look at target accomplishment at the District/School Level. The analysis of performance will pinpoint specific school experienced gains and setback in attaining the critical performance indicators.

- a. Access b. Quality c. Governance

Report on Resources and Policy

A brief narrative report of the major initiatives launched within the year. The report includes accomplishments and backlogs in key performance indicators on critical physical and financial resources. It also includes a brief summary of accomplishments in terms of new programs and projects implemented.

Report on Notable Accomplishment

A table indicating the planned and actual accomplishment per Programs, Projects and Activities (PPA)

Programs, Projects and Activities	Planned/Target	Actual	Remarks

Budget Performance

A table indicating planned and actual budget performance per PPA

Activity	Output	Date of Implementation	Person Responsible	Budget	Budget Source

Priorities for the Next Year

A summary of challenges, issues and opportunities related to attaining the key performance indicators that needs to be addressed in the next year's strategic plan.

Appendixes

- Critical charts and graphs on physical resources and personnel
- Other charts and graphs
- Picture gallery (please limit to 2 or 3 pictures only and should be related what is stated in your report)