



Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
**DIVISION OF CAVITE**  
Trece Martires City



November 18, 2015

**DIVISION MEMORANDUM**

No. 92 s. 2015

**2015 DIVISION ANNUAL ACCOMPLISHMENT REPORT**

TO: Assistant Schools Division Superintendent  
OIC, Office of the Asst. schools Div. Superintendent  
Chiefs, CID/ SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

1. To highlight the detailed accomplishments for the year 2015 vis-a-vis targets within the context of the Education for All (EFA) 2015 and the Strategy Plan of Action for the year, all Elementary and Secondary School Heads and Education Program Supervisors of each Learning Area are required to submit the 2015 Annual report following the attached format.

2. School Heads shall submit their reports to the following Cluster Heads for consolidation:

Elementary:

North - Dr. Diana Topacio, District Supervisor, Rosario District  
South - Dr. Joel Peregrino, District Supervisor, Alfonso District  
East - Ms. Nancy Marasigan, District Supervisor, Silang District  
West - Ms. Laura Garcia, District Supervisor, Gen. Trias District

Secondary:

North - Dr. Famie Apay – Principal, Rosario NHS  
South - Dr. Magdalena Lubigan -Principal, Tagaytay City Science NHS  
East - Dr. Cristina Austria – Principal, Munting Ilog NHS  
West - Dr. Prudencio Animas- Principal, Gov. Ferrer MNHS

Education Program Supervisors:

- Shall submit their reports directly at the SGOD Planning unit

3. Consolidated Report by unit shall be submitted online at ([depedcavite.planning@gmail.com](mailto:depedcavite.planning@gmail.com)) on or before November 25, 2015.

4. Division Consolidation Team shall compose of the following:

- I. All Unit Chairman (Elementary and Secondary)
- II. Estrellita M. De Vera
- III. Editha M. Zapanta
- IV. Wenifreda Diquit
- V. Reniel Patrick S. Tejidor
- VI. Lorena L. Arca
- VII. Gina B. Dulce
- VIII. Albert B. Erni

The Annual Accomplishment Report shall be submitted on or before December 9, 2015.

5. Widest dissemination of the content of and strict compliance on this Memorandum is desired.



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**2015 ANNUAL REPORT**  
(Suggested Outline)

The Annual report should highlight the detailed accomplishments for the year 2015 vis-à-vis targets within the context of the EFA 2015 and the Strategy Plan of Action for the year. It should also serve as the basis for policy and program directions by presenting strategic issues and development agenda for the coming year.

**I. INTRODUCTION/ SITUATIONAL ANALYSIS**

**II. ACCOMPLISHMENTS**

The accomplishments should not only present the statistical description of the key education outcomes but should also describe trends and patterns of the previous school year versus the current school year by:

- A. Strategy
  - 1. Proactive Child Mapping/ Tracking System
  - 2. Team- based Delivery of Functions/ Services
  - 3. ICT- Enabled System and Procedures
  - 4. Needs- Based Capacity Building
  - 5. Sustainable Partnership and Linkages
- B. Special Curricular Programs (as per DepEd Order No. 15, s 2014)
  - 1. Discussion of Programs and Projects should include a background of the project and status/ accomplishments for the year.
- C. Relevant pictures and graphs to compliment statistical data shall be included to make the presentation interesting.

**III. TARGETS AND STRATEGIES FOR SY 2016- 2017**

Given the strengths and weaknesses in the situational analysis, what are the emerging and continuing key strategies and development agenda of the Division to be pursued for the year 2016.

**IV. SPECIFIC DEVELOPMENTS**

This section highlights the performance in terms of best practices. It should also feature the selected notable achievements of your division/ sections/ units (mandatory)

**V. BUDGET UTILIZATION**

- 1. By level (Kindergarten, Elementary, Secondary, ALS)
- 2. By Allotment Class (PS, MOOE, CO)