



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 26, 2020

**REGIONAL MEMORANDUM**

No. **601**, s. 2020

**PLANNING CONFERENCE ON THE PREPARATION OF THE 2020 ANNUAL ACCOMPLISHMENT REPORT**

To: Schools Division Superintendents  
Chiefs of Regional Divisions  
All Others Concerned

- To facilitate the preparation of the 2020 Annual Accomplishment Report, this Office, through the Policy, Planning and Research Division (PPRD), shall conduct a **Planning Conference on the Preparation of the 2020 Annual Accomplishment Report on December 4, 2020, 9:00 AM**, at **NEAP Training Hall 1, DepEd RO VIII, Candahug, Palo Leyte**.
- The main objective of the planning conference is to discuss the contents of the 2020 Annual Accomplishment Report of the Region and Schools Division Offices (SDOs).
- The expected participants are the following:

<b>RO</b>	<b>Participants</b>
<i>Writers</i>	Dr. John Delorino Ms. Jasmin Calzita Ms. Jennylynd Daya
<i>Contributors</i>	Dr. Rosemarie Guino (Curriculum) Dr. Ma. Elsa Gerona (Health) Engr. Ryan Bagon (Infrastructure) Mr. Gary Jay Calipayan (Budget) Mr. Mark Gallano (KPIs) Mr. Emmanuel Firmo (DRRM) Ms. Floramay Bacus (Photos)
<i>PPRD</i>	Dr. Isidro C. Catubig 1 PPRD Staff
<i>Total</i>	<b>12</b>



<b>SDO</b>	(1) Focal Person/In-Charge of Annual Accomplishment Report Preparation from SGOD
<i>Total</i>	<b>13</b>

4. The schedule of the activity shall start at **8:00 AM to 5:00 PM for the Regional Participants** for the Planning Conference and Preparation Workshop, while the **Virtual Conference for SDO Participants** shall start at **1:00 PM via Google Meet**.
5. The participants are reminded to observe the usual safety protocols such as wearing of facemasks, maintaining social distancing, and frequent handwashing or using of alcohol while attending this activity.
6. Expenses incurred relative to the conduct of this activity such as one meal and two snacks and venue rental for RO Participants shall be charged against PPRD Training Fund, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
 Director IV

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

ACCOMPLISHMENT REPORT    PLANNING CONFERENCE    REGION    SDOs

PPRD-JLD

