



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

December 10, 2020

REGIONAL MEMORANDUM

No. **632**, s. 2020

PREPARATION AND SUBMISSION OF THE 2020 ANNUAL ACCOMPLISHMENT REPORT

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

1. This Office, through the Policy, Planning and Research Division, hereby enjoins all concerned Regional and School Divisions Office Focal Persons to start the preparation of the 2020 Annual Accomplishment Report.
2. The suggested composition with the Terms of Reference of the Annual Accomplishment Report Committee, suggested outline of the 2020 Annual Accomplishment Report, and the templates for awards/recognitions received and innovations/initiatives implemented are enclosed in this Memorandum.
3. The data on Awards/Recognition Received and Innovations/Initiatives Implemented shall be submitted on **January 15, 2021** and the soft and hard copies of the 2020 Annual Accomplishment Report shall be submitted on **February 26, 2021** through **bit.ly/2020AARRO8**.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

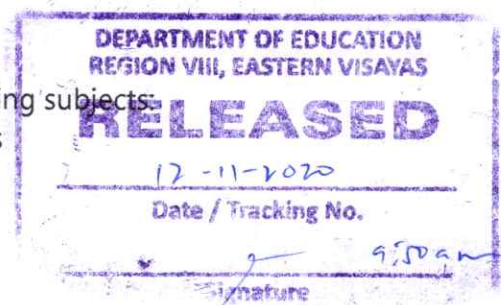
Enclosures: As stated

References: None

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

ACCOMPLISHMENT REPORT REGION SDOS

PPRD-JLD



Enclosure No. 1 to the Regional Memorandum No. 632s. 2020

SUGGESTED COMPOSITION OF THE ANNUAL ACCOMPLISHMENT REPORT COMMITTEE AND THE TERMS OF REFERENCE

Schools Division Office

Committee	Functions
Chair: ASDS	Overall in-charge of the preparation and submission of AAR
Vice Chair: SGOD Chief	Leads, supervises the preparation of the AAR Ensures the submission of the report
Members:	
SEPS M&E	Spearheads the organization of the monitoring and evaluation reports Prepares dashboard and ensures the inclusion of the best/good practices
DIO	Looks into the milestones of the SDO Helps in the finalization of the AAR
SEPS P&R	Ensures the completeness of the parts and the education resource inputs dashboard
PO	Prepares dashboard and analysis on the key performance indicators
ITO	Helps in the preparation of design and layout of the Annual Accomplishment Report
Program Coordinators/Education Program Supervisors	Ensures the inclusion of the accomplishments on the programs and projects implemented and provides success stories Checks the accuracy of the grammar and the consistency of the writing style
AO V	Provides reports on basic education resources such as teachers, learning resources, and others
HRD (SEPS and EPS)	Provides reports on professional development, teachers' trainings, and other related accomplishments

Region

Committee	Functions
Chair: Asst. Regional Directors	Overall in-charge of the preparation and submission of AAR
Vice Chair: PPRD	Leads, supervises the preparation of the AAR Ensures the submission of the report Prepares dashboard and analysis on the key performance indicators
Members:	
QAD	Spearheads the consolidation of the monitoring and evaluation reports

	Prepares dashboard and analysis on the key performance indicators
CLMD	Provides accomplishment reports on the programs and projects implemented and writes success stories Helps in the finalization of the AAR Checks the accuracy of the grammar and the consistency of the writing style
HRDD	Provides accomplishment reports relative to the division's KRAs
PAU	Prepares procurement documents and facilitates printing of AAR Ensures timely submission of AAR Organize materials and contents of AAR Assists in the preparation of design and layout of the Aar Edits AAR content and provides milestones, success stories, and photos
FTAD	Provides accomplishment reports relative to the division's KRAs
ESSD	Provides accomplishment reports relative to the division's KRAs
Admin	Provides reports on basic education resources such as teachers, learning resources, and others
FD	Provides accomplishment reports relative to the division's KRAs

Enclosure No. 2 to the Regional Memorandum No. 632,s. 2020

**SUGGESTED OUTLINE OF THE 2020 ANNUAL ACCOMPLISHMENT REPORT
(Minimum)**

Suggested Theme: **SUSTAINING GREATNESS AMIDST THE PANDEMIC**

Cover

10 Point Agenda

Vision, Mission, Core Values

Our Mandate

Message

Table of Contents

Executive Summary

Basic Education Data (*Profile of the SDO/Region*)

Highlights of Accomplishments

- **Key Performance Indicators** *on*
 - *ACCESS*
 - *EFFICIENCY*
 - *QUALITY*
- **Program and Projects**
- **Awards/Recognitions Received**
- **Best Practices Coping the Pandemic**
- **Innovations/Initiatives Implemented** (*Description, Significant Impact*)

Pictorials

SDO/RO Key Officials

Note: Page limit is 30 – 60 pages

Enclosure No. 3 to the Regional Memorandum No. 632 2020

**TEMPLATE FOR THE AWARDS/RECOGNITIONS RECEIVED AND
INNOVATIONS/INITIATIVES IMPLEMENTED**
(for SDO and RO Divisions)

Title of the Award/Recognition	Title of the Activity	Date Received	Award Giving Body (International/ National/regional)

Title of Innovations/Initiatives	Description	Significant Impact