



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

March 9, 2023

OFFICE MEMORANDUM

No. **137**, s. 2023

To: Assistant Regional Director
 Regional Functional Division Chiefs
 Unit and Section Heads
 All Others Concerned

REMINDER ON THE SUBMISSION OF THE REQUIRED REPORTS FOR THE FINALIZATION OF THE 2022 ANNUAL ACCOMPLISHMENT REPORT (AAR)

1. With reference to Regional Memorandum No. 015, s. 2023, this Office, through the Policy, Planning, and Research Division (PPRD), reminds all Functional Divisions, Units, and Sections on the submission of the required reports for the finalization of the 2022 Annual Accomplishment Report (AAR) which was due on January 19, 2023.

2. The matrix below shows the status of submission of the said reports per office:

Offices	Required reports		
	Awards or Recognition	Feature Article	Significant Accomplishments
AD	No submission yet	No submission yet	No submission yet
CLMD	Completed	No submission yet	Completed
ESSD	Completed	No submission yet	Completed
FD	Completed	Completed	Completed
FTAD	No submission yet	No submission yet	No submission yet
HRDD	Completed	Completed	Completed
ORD (ICTU, LU, PAU)	No submission yet	No submission yet	No submission yet
PPRD	Completed	Completed	Completed
QAD	No submission yet	No submission yet	No submission yet



3. Attached are the templates/structure of the reports, for reference. All reports shall be submitted on or before March 13, 2023, through the link: https://bit.ly/FY2022_AAR.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

PPRD-TCPJ



Enclosure to OM No. **137**, s. 2023

TEMPLATE FOR THE NATIONAL AND INTERNATIONAL AWARDS/RECOGNITIONS RECEIVED IN CY 2022

Title of the National or International Award/Recognition	Title of the Activity	Date Received	Award-giving Body

CONTENTS OF THE FEATURE ARTICLE ON BANNER PROJECTS/INNOVATIONS/INITIATIVES IMPLEMENTED IN CY 2022

- Purpose statement/mandate of the RFD
- Description or background of the banner projects, innovations, or initiatives implemented
- Activities conducted
- Significant impact
- Ways forward

HIGHLIGHTS OF ACCOMPLISHMENTS PER KRA IN CY 2022

KRAs	KRA Statement	<i>Significant accomplishments</i>
1		
2		
3		
4	Unit Performance	



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

January 5, 2023

REGIONAL MEMORANDUM

No. **015**, s. 2023

**PREPARATION AND SUBMISSION OF THE
2022 ANNUAL ACCOMPLISHMENT REPORT (AAR)**

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

1. This Office, through the Policy, Planning, and Research Division (PPRD), enjoins all the concerned Regional and Schools Division Office (SDO) personnel on the Preparation and Submission of the Fiscal Year 2022 Annual Accomplishment Report (AAR).
2. The Technical Working Group, suggested compositions of the Regional and Division AAR Committees with the Terms of Reference (TOR), contents, and the required reports from Regional Functional Divisions (RFDs) and SDOs are attached, for reference.
3. The List of National and International Awards or Recognition Received and Feature Articles of Innovations or Initiatives Implemented by RFDs and SDOs shall be submitted on or before January 19, 2023 through the link: https://bit.ly/FY2022_AAR.
4. The hard copies of the 2022 AAR of SDOs shall be submitted to the Office of the Regional Director, DepEd Regional Office VIII, Candahug, Palo, Leyte on or before February 17, 2023.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

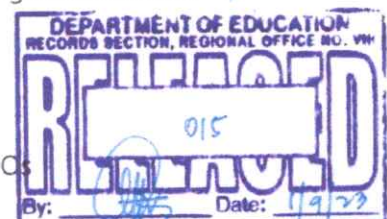
Enclosures: As stated

Reference: None

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

ANNUAL ACCOMPLISHMENT REGION

SDOs



PPRD-TCPJ



Enclosure 1 to RM No. 015, s. 2023

2022 ANNUAL ACCOMPLISHMENT REPORT TECHNICAL WORKING GROUP

Oversee : Dr. Evelyn R. Fetalvero
Chairperson : Dr. Bebiano I. Sentillas
Co-chairperson: Dr. Rita R. Dimakiling

Members :

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Ms. Jennylynd D. Daya

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Ms. Janice C. Delopere
Ms. Epifania G. Melchor
Ms. Ed Kathelen Q. Garcia

Enclosure 2 to RM No. _____, s. 2023

**COMPOSITION OF THE 2022 ANNUAL ACCOMPLISHMENT REPORT WITH
TERMS OF REFERENCE**

Schools Division Office

Focal Persons	Functions
Chair - ASDS	Oversees the preparation and submission of the AAR
Vice-chair – SGOD Chief	Leads and supervises the preparation and submission of the AAR
Members:	
SEPS M&E	Spearheads the organization of the M&E reports, prepares dashboard, and ensures the inclusion of the best practices
DIO	Assists in the preparation of the report considering the milestones of the Division Office
SEPS P&R	Ensures the completeness and accuracy of the parts based on the education resource inputs/dashboard
PO	Prepares dashboard provides analysis on the KPIs
ITO	Assists in the preparation of design and layout of the AAR
Program Coordinators/Education Program Supervisors	Submits the highlights/success stories of accomplishments on the programs and projects implemented and checks on the mechanics and conventions of writing style
AO V	Provides reports on basic education resources such as teachers, learning resources, and others
HRD SEPS/EPS II	Provides reports on professional development activities conducted, trainings, and other related accomplishments

Regional Office

Focal Persons	Functions
Chair – ARD	Oversees the preparation and submission of the AAR
Vice-chair – PPRD Chief	Leads and supervises the preparation and submission of the AAR Supervises the preparation of dashboard and analysis of KPIs
Members:	
QAD Chief	Spearheads the consolidation of the M&E reports and the preparation of dashboard and analysis on the KPIs
CLMD Chief	Spearheads the submission of the highlights/success stories of accomplishments on the programs and projects implemented and checks on the mechanics and conventions of writing style through the Language Supervisors/Specialist, and submits reports on learning resources
HRDD Chief	Submits reports relative to FD's KRAs
PAU/CTU	Assists in the preparation of the report considering the milestones of the Regional Office, organizes materials and contents of AAR, and assists in the design and layout of the reports
FTAD	Submits reports relative to FD's KRAs
Administrative Division	Provides reports on basic education resources such as profile of teachers and other personnel
FD	Submits reports relative to FD's KRAs

Enclosure 3 to RM No. _____, s. 2023

MINIMUM CONTENTS OF THE 2022 ANNUAL ACCOMPLISHMENT REPORT

Suggested Theme: Learning Recovery Amidst and Beyond the Pandemic

Page limit: 30-60 pages

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Enclosure 4 to RM No. _____, s. 2023

**TEMPLATE FOR THE NATIONAL AND INTERNATIONAL
AWARDS/RECOGNITIONS RECEIVED CY 2022**
(Regional Functional Divisions and Schools Division Offices)

Title of the National or International Award/Recognition	Title of the Activity	Date Received	Award-giving Body

**CONTENTS OF THE FEATURE ARTICLE ON BANNER
PROJECTS/INNOVATIONS/INITIATIVES IMPLEMENTED CY 2022**
(Regional Functional Divisions)

- Purpose statement/mandate of the RFD
- Description or background of the banner projects, innovations, or initiatives implemented
- Activities conducted
- Significant impact
- Ways forward

CONTENTS OF THE FEATURE ARTICLE ON LEARNING RECOVERY INITIATIVES
(Schools Division Offices)

- Description of the division learning recovery banner project/s
- Description or background of the support innovations, or initiatives implemented
- Activities conducted
- Significant impact
- Ways forward

HIGHLIGHTS OF ACCOMPLISHMENTS PER KRA CY 2022
(Regional Functional Divisions)

KRAs	KRA Statement	<i>Significant accomplishments introduced</i>
1		
2		
3		
4	Unit Performance	