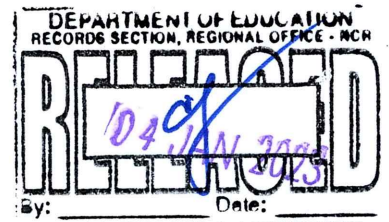




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



3 January 2023

REGIONAL MEMORANDUM

No. NCR 001 s. 2023

**PREPARATION AND SUBMISSION OF THE 2022 ANNUAL
ACCOMPLISHMENT REPORT**

To: **Schools Division Superintendents
All Others Concerned**

1. This Office, through the Policy, Planning and Research Division (PPRD), hereby issues the revised guidelines in the preparation and submission of the 2022 Annual Accomplishment Report of Schools Division Offices.
2. The Annual Accomplishment Report shall be crafted to account for the overall performance and milestones of Schools Division Offices. This will inform both internal and external stakeholders and other interested parties of the attainment of the set targets. Moreover, it will highlight accomplishments in the following regional strategic thrusts: efficient operation, economic administration, and effective organization. Please refer to enclosure 1 for the proposed outline.
3. The hard copy of this document shall be submitted to the Regional Office, through PPRD while the soft copy shall be sent to pprd.ncr@deped.gov.ph on or before January 20, 2023.
4. For queries and other concerns, you may contact Dr. Lilia A. Ricero, Education Program Supervisor through pprd.ncr@deped.gov.ph.
5. Wide dissemination of and compliance with this Memorandum is earnestly desired.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl: 1

Reference: None

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

GUIDELINES

ACCOMPLISHMENT REPORTS

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Enclosure No. 1

Proposed Outline of the 2022 Annual Accomplishment Report

- Cover Page
- Schools Division Superintendent Message
- Assistant Schools Division Superintendent Message
- Preliminaries (required after the cover page)
 - DepEd Vision, Mission, and Core Values
 - Table of Contents

I. Introduction

This section presents the purpose of the accomplishment report. It shall give a preview of what is expected of the contents. It must be brief and concise.

II. Highlights of Accomplishments

A. Status of Basic Education Resources

This part shall describe the profile of the division for FY 2022 shown in tables, graphs, and infographics with discussions in terms of the following:

- a.1 Enrolment data
- a.2 Learning modalities
- a.3 No. of SDO personnel
- a.4 No. of School Heads and Teachers
- a.5. No. of Classrooms
- a.6 No. of schools both private and public, LUCs, SUCs
- a.7 No. of school furniture

B. Performance Indicators

This part will show the performance of the division in terms of key performance indicators (KPIs) of the current year against the set target shown in DEDP (2017-2022). This can be presented in the form of tables and graphs with corresponding captions and discussions. The following table shall be accomplished by Planning Officer III.



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Table 1: SDO Targets (2022)

KPI	Level	DEDP Target for 2022	Actual Results
Net Enrolment Rate	Kindergarten		
	Elementary (G1-G6)		
	Elementary (K-G6)		
	JHS (G7-G10)		
Gross Enrolment Rate	Kindergarten		
	Elementary (G1-G6)		
	Elementary (K-G6)		
	JHS (G7-G10)		
Transition Rate	Elementary (G1-G6)		
	Elementary (K-G6)		
	Elementary- JHS (G6-G7)		
	JHS-SHS (G10-G11)		
Retention Rate	Elementary (G1-G6)		
	Elementary (K- G6)		
	JHS (G7-G10)		
	Secondary (G7-G12)		
School Leaver Rate	Elementary (G1-G6)		
	Elementary (K- G6)		
	JHS (G7-G10)		
	Secondary (G7-G12)		
Completion Rate	Elementary (G1-G6)		
	Elementary (K- G6)		
	JHS (Gr 7-10)		
	Secondary (Gr 7- 12)		
Cohort Survival Rate	Elementary (K-G6)		
	Elementary (G1- G6)		
	JHS (Gr 7-10)		
	Secondary (Gr 7-12)		
Promotion Rate	Elementary (K- G6)		
	Elementary (G1-G6)		
	JHS (G7-G10)		
	Secondary (G7-G12)		
Graduation Rate	Elementary (G1- G6)		
	Elementary (K- G6)		
	JHS (G7-G12)		
Repetition Rate	Elementary (K- G6)		
	Elementary (G1-G6)		
	Secondary (Gr7-G10)		
	Secondary (Gr7-G12)		
Proportion of nearly proficient learners in NAT	Grade 6		
	Grade 10		
	Grade 12		

C. Performance Commitment and Accountability (based on the OPCR of the head of the office)



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This section presents the highlights of accomplishments per the head of office KRAs.

KRAs	Expected Output	Responsible Office/Unit
Strategic Management and Operations	Narrative Report showing the accomplishment under this KRA. (e.g. Preparation of DEDP 2022-2028) <i>Note: Highlight the attainment of performance indicators specified in the approved OPCRf</i>	SGOD
Curriculum and Instruction Management	Narrative Report showing the accomplishment under this KRA. (e.g. Attainment of LCRP Targets for 2022) <i>Note: Highlight the attainment of performance indicators specified in the approved OPCRf</i>	CID
Human Resource Development and Management	Narrative Report showing the accomplishment under this KRA. (e.g. Implementation of Gender and Development and Attribution of GAD in all Programs and Projects, Utilization of HRD Support Fund, and No. of Recognized PD Proposals) <i>Note: Highlight the attainment of performance indicators specified in the approved OPCRf</i>	SGOD
Resource Management	Narrative Report showing the accomplishment under this KRA. (e.g. Preparation of WFP and Ensuring Compliance with the Provision of RA 9184) <i>Note: Highlight the attainment of performance indicators specified in the approved OPCRf</i>	OASD, SGOD and CID
Partnership and Linkages	Narrative Report showing the highlights of accomplishment under this KRA. (e.g. Achievement of higher stakeholders' approval of partnership programs and initiatives with discussion on stakeholders' feedback, budget approval, and growth rate). <i>Note: Highlight the attainment of performance indicators specified in the approved OPCRf</i>	SGOD



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D. Outstanding Accomplishment

This part includes the innovating and intervening accomplishments, quick wins and best practices, and other activities that are more than expected performance and results.

- d.1 Initiative (Innovating and Intervening Accomplishment)
- d.2 Best Practices
- d.3 Other Commendable Activities that are more than the expected performance.

III. Program Implementation Review (PIR) Results

This includes the consolidated PIR results for FY 2022. The analysis and discussions for the overall assessment of the committed outputs against targets per unit and the PPAs' contribution and effect on SDO performance will be presented in this part. Please be guided by the table below.

No.	PPAs	Planned/Targeted Outputs	Physical Accomplishments	Percentage (%) of Accomplishment vs Targets	Gain/Gap	Remarks

IV. Budget Utilization and Procurement Report

This section includes the actual utilization of funds for FY 2022. Please be guided by the template below.

FY 2022 Budget (In Thousand Pesos)	Appropriations	Allotment	Obligations	Disbursement	Obligation over Allotment (%)	Disbursement over Obligation (%)

V. Photos Stories of Success or Collage of the PPAs

This includes the following information- the name of the activity, place/venue, the date of the activity, important people involved, etc. If the activity is a competition, include the list of winners if possible.

VI. Key Officials/Organizational Structure

This will present the latest organizational structure of the Schools Division Office.



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VII. Memoranda

Please be guided by the template below.

Memorandum Title/No.	Date Released	Office/Unit Source

VIII. SDO Directory

Annexes

- A. Budget Accountability Report (BAR 1)
- B. 2023 Work and Financial Plan
- C. 2023 Calendar of Activities



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