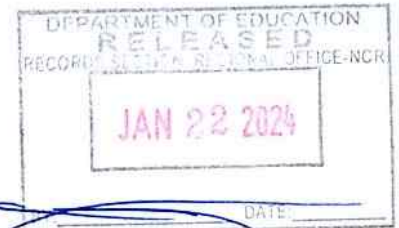




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



January 19, 2024

REGIONAL MEMORANDUM

ORD No. 041, s. 2024

To: Schools Division Superintendents
 All others concerned

**PREPARATION AND SUBMISSION OF 2023 ANNUAL
 ACCOMPLISHMENT REPORT**

1. The Annual Accomplishment Report is a document that measures the overall performance of each Schools Division Office. It will also inform the internal and external stakeholders as well as the general public of the outstanding achievements to attain the goals of the Department.
2. In connection with this, the Office hereby issues an outline in the preparation and submission of the Schools Division Office (SDO) Annual Accomplishment Report for FY 2023 which can be accessed through this link: bit.ly/AAR-template.
3. Submission of the document is on or before February 9, 2024. The hard copy will be handed to PPRD, DepEd NCR, while the soft copy shall be sent to pprd.ncr@deped.gov.ph.
4. For information and other concerns, you may email the Policy, Planning and Research Division (PPRD) at pprd.ncr@deped.gov.ph.
5. For your compliance and guidance.

JOCELYN DR ANDAYA
 Director IV



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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