



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway P-6, Casisang, Malaybalay City
Website: depedmalaybalay.net email: depedmalaybalay@gmail.com
Tel: (088) 221 - 4597 / Telefax: (088)813 - 2894

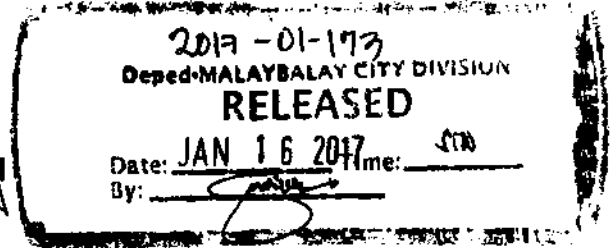


DIVISION MEMORANDUM

No. 020 s. 2017

TO: **Chief Education Supervisors and Staff, SGOD and CID
Section/Unit Heads and Staff
All Others Concerned**

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



DATE: January 16, 2017

RE: **SCHEDULE OF SUBMISSION FOR ANNUAL ACCOMPLISHMENT**

1. Pursuant to the herein communication from the City Planning and Development Office dated December 14, 2016 re: **SUBMISSION OF 2016 DIVISION ANNUAL ACCOMPLISHMENT**, this office informs the submission deadline of the accomplishment by division/section for consolidation and finalization.
2. Assigned personnel to render segment report in their section and division should submit their reports to the assigned personnel on January 19, 2016 (Thursday) to wit, Gretchen V. Catane CID, Lucilyn M. Cahucom, OSDS, and Novem Sescon SGOD.
3. Members of the Technical Working Committee will commence the editing work to hit the timeline given to produce the required soft and hard copy of the documents for submission to the City Planning and Development Office.
4. Attached is the list of the technical working Committee and the features of the report by components, program and point person.
5. For information and guidance.

Encl.:
As stated

Copy furnished:
Records Unit
Planning and Research Section – Mr. V. Sanmiguel



Republic of the Philippines
Province of Bukidnon

City of Malaybalay

2016031486



City Planning and Development Office

Telephone Numbers (089) 813-5827 - 5016-12-783

Mr. EDILBERTO OPLENARIA
OIC, Schools Division Superintendent

DepEd-MALAYBALAY CITY DIVISION
RECEIVED
 December 14, 2016
 Date: DEC 29 2016 Time: 1:40
 By: gf

Dear Mr. Oplenaria.

Greetings!

Once again, the City Planning and Development Office will consolidate annual reports from all departments of the city government.

In line with this, we are again requesting your good office to furnish us a copy (both electronic copy and hard copy) of your annual report on or before the end of January 2017. We would like to finish the whole Annual Report of 2016 by the middle of February 2017 so please help us accomplish this task.

Please include in your report an executive summary of the following:

1. Assessment of the office's accomplishment against corresponding targets stipulated in your office plan
2. Analysis of factors that facilitated or hindered the achievements of the targets and/ or the implementation of priority programs and projects
3. Recent developments (new local and national policies, etc) and/ or irregular events (record of disasters, peace and order problems, labour strikes, etc) which affected the performance of your office.

Thank you very much and we are hoping for your appropriate and timely response for this request.

Very truly yours,

ADRIAN R. GAMBOA
City Planning and Dev't Coordinator

Noted by:

IGNACIO W. ZUBIRI
City Mayor

HERCULANO S. RONO
CITY ADMINISTRATOR
OFFICER-IN-CHARGE



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



Sayre Highway P-6, Casisang, Malaybalay City

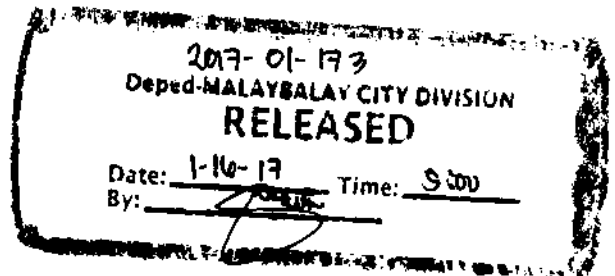
Website: depedmalaybalay.net email: depedmalaybalay@gmail.com

Tel: (088) 221 - 4597 / Telefax: (088)813 - 2894

MEMORANDUM

TO :

IMELDA S. BENTILLO	- EPS- CID
VIRGILIN R. PIZARRO	- EPS, CID
JASMINE J. ADRIATICO	- EPS, CID
MA. CONCEPCION REYES	- EPS, CID
RACHEL R. VALDE	- EPS, CID
JOSIE D. ZAMORA	- EPS, CID
LUIS ALAJAR	- EPS, CID
ANALY L. OCIER	- EPS, CID
JOSIE D. ZAMORA	- EPS, CID
LOU-ANN J. CULTURA	- EPS, CID
PURISIMA J. YAP	- EPS, CID
ANGELINA A. CACHARO, PhD	- EPS II- M & E
PERLITA B. WALES	- SEPS -SocMob
MARSFITH M. MAMAWAG	- EPS II-SocMob
FERDINAND V. MORTERA	- SEPS - HRD
VICENTE G. SANMIGUEL	- OIC-SEPS PLANNING & RESEARCH, EPS II - HRD
ROSIE A. SALUPADO	- EPS, SGOD
JIMDANDY S. LUCINE	- PDO II
ENGR. LESLIE T. FONTANILLA	- Engineer III
NOVEM A. SESCON	- Planning Officer III
NANCY L. DEQUITO	- Nurse II
JUTCHEL L. NAYRA, DPA	- Administrative Officer V
SIBYL L. MAPUTI	- Administrative Officer V-budget
GUIA MA. G. GAMUTIN	- Administrative Officer IV-Personnel
GUIA MA. G. GAMUTIN	- Administrative Officer IV-Cash
DARVY S. DAGUIMOL	- Administrative Officer IV- Supply
FLORABELLE R. PORRAS	- Administrative Officer IV-Records
RHYSA CYCLE C. ROSALEJOS, CPA	- Accountant III
ATTY. OPHELIA PILAR R. ZAMORA	- Attorney III
PAUL ARIAS	- IT OFFICER I



You are hereby directed to prepare an annual report in your assign section/division/PAPs for the generation of our Division Annual Report, the said documents are due on **January 19, 2017 (Thursday)**.

Issued this 16th day of January 2017 at Division of Malaybalay City.


EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway P-6, Casisang, Malaybalay Ctiy

Website: depedmalaybalay.net email: depedmalaybalay@gmail.com

Tel: (088) 221 - 4597 / Telefax: (088)813 - 2894



2016 ANNUAL REPORT GENERAL FEATURES

COMPONENTS	PROGRAMS	POINT PERSON
REACH	a. Kindergarten, Elementary (Alive, Madrasah), JHS, SHS enrolment & Classes in Public Schools	Maam Novem (data) Description (Maam Imelda, Virgilin)
	b. Kindergarten, Elementary, JHS, SHS enrolment & Classes in Private Schools	Dr. Cacharo
RESPONSIVENESS	a. CFSS, DTA, PTA, Youth Formation	Maam Perlit & Maam Marsfifth
	b. Classrooms & Physical Facilities (elementary & Secondary)	Engr. Fontanilla
	c. Watsan (elementary & Secondary)	
	d. Furniture (elementary & Secondary)	
	e. SPED & ALS	Maam Jasmine
	f. Planning, Research and Monitoring & Evaluation	Maam Novem, Sir Vince & Dr. Cacharo
	g. EBIS & LIS	Maam Novem
	h. Child Protection Program	Sir Boy Mortera
	h. DRRM	Sir Jim
	i. IP Education	Maam Josie
	j. Muslim Education	Maam Vergie
k. Legal Unit	Atty. Zamora	
l. Health & Nutrition Services	Maam Nancy	
RATINGS	a. Testing (PEPT, NCAE)	Maam Rosie
	b. Sports	
	c. PAP's per Subject Area (English, Filipino, Science, Mathematics, Values Education, Araling Panlipunan, MAPEH, TLE, ALS, LRMDS & IPED)	All EPSvr (Maam Virgilin, Maam Rachel, Maam Ching, Maam Anay, Maam Jasmine, Maam Imelda, Maam Lou-ann, Sir Luis, Maam Ching, Maam Josie, Maam Pure)
	d. Journalism (English/Filipino)	Maam Rachel & Maam Ching
	e. Boys Scout	Sir Boy
	f. Girls Scout	Maam Rosie
	g. SBM	Dr. Cacharo
	h. LRMDS	Maam Pure
RETURNS	a. Administrative Services ,ICT4ED	Dr. Jutch
	b. Accounting Unit	Maam Rhyse
	c. Property Unit	Sir Darvy
	d. Personnel Unit	Maam Guia
	e. Budget Unit	Maam Sibyl



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway P-6, Casisang, Malaybalay Ctiy



Website: depedmalaybalay.net email: depedmalaybalay@gmail.com
Tel: (088) 221 - 4597 / Telefax: (088) 813 - 2894

	f. Records Unit	Maam Flong
	g. ICT Unit	Sir Paul
	h. School Initiatives (IGP)	All EPSvr
REVENUES	a. Adopt a School Program	Maam Perlit & Maam Marsfifth
	b. Brigada Eskwela	
	c. School to School Partnership	Dr. Cacharo
RECOGNITION	a. Search for Most Outstanding Employees	Sir vince
	b. Promotion	Maam Guia
Pictorials		

Special features to be included in the report

- Key Result Area (KRA'S)
- Targets (Trainings Conducted, programs implemented inline of the functions)
- Accomplishment (Competition participated, Awards received)
- Means of verification