



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



Telefax: (0880 or 088) 413-0094 email: depedmlblycity@gmail.com

DIVISION MEMORANDUM

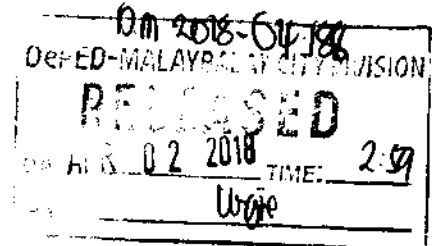
No. 188 s. 2018

**TO: Chief Education Supervisors and Staff SGOD and CID
Section and Unit Heads**

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

DATE: April 2, 2018

**SUBJECT: SUBMISSION OF THE WORK ACCOMPLISHMENT REPORT FOR THE FIRST
QUARTER PERIOD (JANUARY TO MARCH 2018)**



1. All Chief Education Supervisors and Staff of the Curriculum and Implementations Division (CID) and Schools Governance and Operations Division (SGOD) and Section/ Unit heads of the Office of the Schools Division Superintendent(OSDS) are hereby directed to submit their work accomplishment report for the first quarter (January to March 2018) on or before April 9, 2018 following the suggested template provided in Enclosure no. 1 .
2. The accomplishment report is advised to be submitted in two (2) hard copies to the Schools Governance and Operations Division Planning and Research Section and soft copy via email @ vincent2016sanmiguel@gmail.com on or before **April 9, 2018** for consolidation of the Division Work Accomplishment Report for the First Quarter period (January to March 2018).
3. For information, guidance and compliance.

Encl:
As stated
Copy furnished:
Records Unit
Planning & Research Section
To be posted in the website.



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Enclosure of Division Memorandum _____ s. 2018

Accomplishment Report Template

1. *Key Result Area & DEDP Goal & Strategy*
2. *Title of the Activity & date Conducted*
3. *Short Narrative with relevant Working Pictures*

<i>Key Result Area & DEDP Goal & Strategy</i>	<i>Title of the Activity & date Conducted</i>		<i>Short Narrative concerning the undertaken activity with relevant Working Pictures/documentation</i>