



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



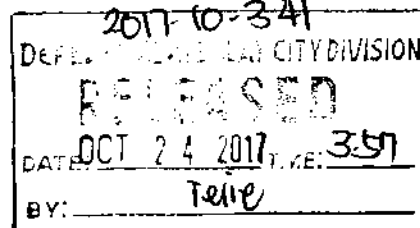
Telefax: (0880 or 088) 413-0094 email: depedmlblycity@gmail.com

DIVISION MEMORANDUM

No. 557 s. 2017

TO: Chief Education Supervisors and staff, SGOD and CID
Section Heads Office of the Schools Division Superintendent
All others concern
This Division

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



Date : October 23, 2017

SUBJECT: PREPARATION OF THE 2017 DIVISION ANNUAL ACCOMPLISHMENT REPORT

1. In line with the yearly submission of the annual report to the City Government Office of City Planning and Development, this Office hereby designates the Technical Working Committee (TWC) to prepare the Annual Accomplishment report, to wit:

DESIGNATION	PERSON INVOLVED	DUTIES & RESPONSIBILITIES
Chairman	Lorenzo O. Capacio, EdD	<ul style="list-style-type: none"> Supervises the Annual Accomplishment report preparation.
Co-Chair	Ralph T. Quirog Jutchel L. Nayra, DPA	<ul style="list-style-type: none"> Perform the duties and responsibilities of the Chairman in case of absence or on official travel.
Members	Vicente G. San Miguel Novem A. Sescon	<ul style="list-style-type: none"> Assess in the preparation of the annual report. Facilitate the binding of the accomplishment report.



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Members	Gretchen V. Catane-CID Ethyl Jane Binayao-CID Welrose delos Reyes-OSDS Manilyn Reyes-OSDS Edelina M. Eborra-SGOD Maitele B. Israel-SGOD	<ul style="list-style-type: none"> • Secures the accomplishment report to be included in the 2017 annual report in each division and section assigned. • Consolidate the annual accomplishment report in their respective division/section.
Members	Paul Arias Manuel Dinlayan III Paterno Padua Jr.	<ul style="list-style-type: none"> • Prepares the layout and total packaging of the annual report
Members	Rachel R. Valde Josie D. Zamora	<ul style="list-style-type: none"> • Serve as editors of the annual accomplishment report.

2. All sections and divisions are advised to prepare their annual accomplishment report observing the specified timelines below;

Activities	PERSON INVOLVED	Date
Preparation of Annual accomplishment report by Section/division	Division chiefs/section heads	<ul style="list-style-type: none"> • October 23, 2017- November 10, 2017
Submission of the edited annual accomplishment reports by section/division to the assigned section/division consolidators.	Division chiefs/section consolidators	<ul style="list-style-type: none"> • November 20, 2017
Submission of the edited annual accomplishment reports by section/division to the layout and packaging in charge.	Division chiefs/section consolidators	<ul style="list-style-type: none"> • December 1, 2017
Review and Proofreading of the entries by the editors	Editors	<ul style="list-style-type: none"> • December 11, 2017



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Finalization of the Annual Report and feed backing	TWG	• December 18, 2017
Submission of the dummy copy to the Office of the SDS for enhancement	TWG	• December 20, 2017
Binding	TWG	• December 22-27, 2017
Submission of the Final copies to the respective agencies	TWG	• December 29, 2017

3. For information, guidance and compliance.

Enclosure: As stated

Copy furnished:
Records Unit
SGOD-Planning & Research Section

To be posted on website