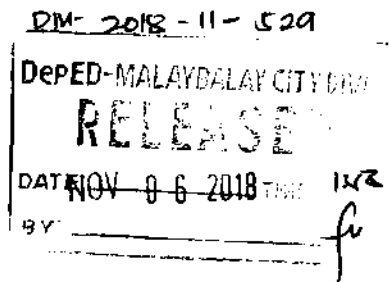




Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 529, s. 2018

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Section and Unit Heads
This Division

FROM:  **REBONGAMIL R. BAGUIO**
Schools Division Superintendent

DATE: November 5, 2018

**SUBJECT: TECHNICAL WORKING COMMITTEE FOR THE PREPARATION OF
2018 DIVISION ANNUAL ACCOMPLISHMENT REPORT**

1. In line with the preparation of the 2018 Division Annual Accomplishment Report, this Office creates the Technical Working Committee (TWC) and their respective duties and responsibilities to wit:

FUNCTION	PERSON INVOLVED	DUTIES AND RESPONSIBILITIES
Chairman	Vicente G. San Miguel	<ul style="list-style-type: none">➤ Supervise the preparation and submission of the Division Annual Accomplishment Report.➤ Lead the editing, revision and finalization of the report.
Co-Chair	Josie D. Zamora	<ul style="list-style-type: none">➤ Perform the duties and responsibilities of the Chairman in case of absence or on official travel.➤ Perform the editing, revision and finalization of the annual accomplishment report.



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<p>Members</p>	<p>Rachel R. Valde</p> <p>Mary Gladys Dublas</p> <p>Liezl Padrones</p> <p>Edelina M. Ebor Ria K. Alcuizar Paterno T. Padua</p>	<ul style="list-style-type: none"> ➤ Collect, gather and consolidate electronic reports of the CID ➤ Perform the editing/revision and finalization of the report. ➤ Perform other tasks assigned from time to time. ➤ Collect, gather and consolidate electronic reports of the SGOD. ➤ Perform other tasks assigned from time to time. ➤ Collect, gather and consolidate electronic reports of the OSDS. ➤ Perform other tasks assigned from time to time. ➤ Consolidate all electronic reports of the SGOD, CID and OSDS. ➤ Assist in the final editing/revision of the annual accomplishment report. ➤ Perform other tasks assigned from time to time.
<p>Consultant/Advisers</p>	<p>Rebonfamil R. Baguio, CESO V– Schools Division Superintendent Sunny Ray F. Amit-Assistant Schools Division Superintendent Lorenzo O. Capacio, EdD – Chief, SGOD Ralph T. Quirog – Chief, CID Jutchel L. Nayra, DPA – Administrative Officer V</p>	
<p>Contributors</p>	<p>School Governance and Operations Division Rosie A. Salupado Vicente G. San Miguel Marsfifth M. Mamawag Edwin A. Cariaga Edelina Ebor Engr. Leslie T. Fontanilla Novem A. Sescon</p>	<p>Prepares annual accomplishment report of the division/section/unit.</p>



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	<p>Jimdandy S. Lucine Lucilyn Cahucom Paterno T. Padua Jr.</p> <p>Curriculum Implementation Division</p> <p>Purissima J. Yap Analy L. Ocier Luis Alajar Virgilyn R. Pizzaro Imelda S. Bentillo Jasmine J. Adriatico Rachel R. Valde Maria Concepcion S. Reyes Lou-ann J. Cultura Josie D. Zamora Aba Q. Allaba Manny B. Pimentel Coslita K. Muring Ferdinand V. Mortera Noel A. Tan Nery Bonifacio M. Palo Jovy G. Molina Jesus V. Muring Romil T. Jabonero</p> <p>Office of the Schools Division Superintendent</p> <p>Jutchel L. Nayra Florrabel R. Porras Rufelia J. Limbengco Darvy Daguimol Guia Ma. G. Villahermosa Atty. Ophelia Pilar R. Zamora Paul John Arias</p>	<p>Prepares annual accomplishment report of the division/section/unit.</p>
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2. Further, this Office directs the preparation and submission of the Annual Accomplishment Report as follows:

DATE	ACTIVITIES	IN-CHARGE
December 3-7, 2018	Preparation and submission of 2018 Division Annual Accomplishment Report Collection and gathering of e-copies.	Division/Section/Unit/TWC members
December 10-14, 2018	Editing of submitted Annual Accomplishment Report	Josie D. Zamora Rachel R. Valde Vicente G. San Miguel
December 17-27, 2018	Final editing/revision Printing Binding	Technical Working Committee (TWC)
December 28, 2018	Final submission of the 2018 Division Annual Accomplishment Report	Technical Working Committee (TWC)

3. For uniformity purposes, the Annual Accomplishment Report shall be prepared based in the suggested format/style:

Font style : Arial
Font size : 12
Margin: Left (1.5")
Right, Top and Bottom (1")
Spacing : Double-space
Paper size : A4
Paging No. : Bottom-right



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Suggested Format

2018 Annual Accomplishment Report
For the Period: **January to December 2018**

Name of Program Holder: _____
Program: _____

Targets Activities for the Period	Accomplishments	Remarks
1.		
2.		

Concerns	How you addressed them	Results
1.		

2. Others

Prepared by:

Program Holder

Noted :

REBONFAMIL R. BAGUIO
Schools Division Superintendent

Note: all substantial photos will be included under Annexes

Copy furnished:

- Records Unit
- SEPS Planning and Research