DIVISION MEMORANDUM
No. 423, s. 2019

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

FROM: VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE: November 19, 2019

SUBJECT: TECHNICAL WORKING COMMITTEE FOR THE PREPARATION OF 2019 DIVISION ANNUAL ACCOMPLISHMENT REPORT

1. In line with the preparation of the 2019 Division Annual Accomplishment Report, this Office creates the Technical Working Committee (TWC) and their respective duties and responsibilities to wit:

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>PERSON INVOLVED</th>
<th>DUTIES AND RESPONSIBILITIES</th>
</tr>
</thead>
</table>
| Chairman    | Vicente G. San Miguel | ➢ Supervise the preparation and submission of the Division Annual Accomplishment Report.  
➤ Lead the editing, revision and finalization of the report. |
| Co-Chair    | Rachel R. Valde Edelina M. Eboa | ➢ 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. |
### Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel R. Valde</td>
<td>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.</td>
</tr>
<tr>
<td>Mary Gladys Dublas</td>
<td>Collect, gather and consolidate electronic reports of the SGOD. Perform other tasks assigned from time to time.</td>
</tr>
<tr>
<td>Florabelle R. Porras</td>
<td>Collect, gather and consolidate electronic reports of the OSDS. Perform other tasks assigned from time to time.</td>
</tr>
<tr>
<td>Edelina M. Ebora</td>
<td>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.</td>
</tr>
<tr>
<td>Ria K. Alcuizar</td>
<td></td>
</tr>
<tr>
<td>Rio Arbutante</td>
<td></td>
</tr>
</tbody>
</table>

### Consultant/Advisers

- Victoria V. Gazo, PhD, 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

### Contributors

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>School Governance and</td>
<td>Prepares annual accomplishment report of the division/section/unit.</td>
</tr>
<tr>
<td>Operations Division</td>
<td></td>
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<tr>
<td>Rosie A. Salupado</td>
<td></td>
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<tr>
<td>Vicente G. San Miguel, EdD</td>
<td></td>
</tr>
<tr>
<td>Marsifth M. Mamawag</td>
<td></td>
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<tr>
<td>Woodrow Wilson Merida</td>
<td></td>
</tr>
<tr>
<td>Edelina Ebora</td>
<td></td>
</tr>
<tr>
<td>Engr. Leslie T. Fontanilla</td>
<td></td>
</tr>
<tr>
<td>Novem A. Sescon</td>
<td></td>
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</tbody>
</table>
Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

Jimdandy S. Lucine
Lucilyn Cahucum
Paterno T. Padua Jr.
Dr. Marcos Julieta K.
Fulgencio

Curriculum Implementation Division
Purisima J. Yap
Analy L. Ocier
Luis Alajar
Virgilin R. Pizzaro
Imelda S. Bentillo
Jasmin J. Adriatico
Rachel R. Valde
Maria Concepcion S. Reyes
Lou-ann J. Cultura
Rosie A. Salupado
Abd 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

Office of the Schools Division
Superintendent
Jutchel L. Nayra, DPA
Florrabel R. Porras
Rufelia J. Limbengco
Darvy Dagumol
Guia Ma. G. Villahermosa
Rhysa Cyle C. Rosalejos
Atty. Wincebogn E Pesisano
Paul John Arias
Rhysa Cyle C. Rosalejos
Sybil L. Maputi

Prepares annual accomplishment report of the division/section/unit.
Further, this Office directs the preparation and submission of the Annual Accomplishment Report as follows:

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITIES</th>
<th>IN-CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2-6, 2019</td>
<td>Preparation and submission of 2019 Division Annual Accomplishment Report</td>
<td>Division/Section/Unit/TWC members</td>
</tr>
<tr>
<td></td>
<td>Collection and gathering of e-copies.</td>
<td></td>
</tr>
<tr>
<td>December 9-13, 2019</td>
<td>Editing of submitted Annual Accomplishment Report</td>
<td>Rachel R. Valde</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Edelina M. Ebora</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vicente G. San Miguel, EdD</td>
</tr>
<tr>
<td>December 16-20, 2019</td>
<td>Final editing/revision Printing Binding</td>
<td>Technical Working Committee (TWC)</td>
</tr>
<tr>
<td>December 30, 2019</td>
<td>Final submission of the 2019 Division Annual Accomplishment Report</td>
<td>Technical Working Committee (TWC)</td>
</tr>
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</table>

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
### Suggested Format

**2019 Annual Accomplishment Report**
For the Period: January to December 2019

**Name of Program Holder:**

**Program:**

<table>
<thead>
<tr>
<th>Targets Activities for the Period</th>
<th>Accomplishments</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<thead>
<tr>
<th>Concerns</th>
<th>How you addressed them</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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</tbody>
</table>

2. Others

______________________________

Prepared by:

______________________________

Program Holder

Noted:

**VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

*Note: all substantial photos will be included under Annexes*

Copy furnished:
- Records Unit
- SEPS Planning and Research