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DEPED MALAYBALAY CITY DIVISION
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Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM
No. 423, s. 2019

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

FROM: *[Signature]* **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:

<i>FUNCTION</i>	<i>PERSON INVOLVED</i>	<i>DUTIES AND RESPONSIBILITIES</i>
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	Rachel R. Valde Edelina M. Eborá	<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>Florabelle R. Porras</p> <p>Edelina M. Ebor Ria K. Alcuizar Rio Arbutante</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>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</p>	
<p>Contributors</p>	<p>School Governance and Operations Division Rosie A. Salupado Vicente G. San Miguel, EdD Marsfith M. Mamawag Woodrow Wilson Merida 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. Dr. Marcos Julieta K. Fulgencio</p> <p>Curriculum Implementation Division</p> <p>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 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, DPA Florrabel R. Porras Rufelia J. Limbengco Darvy Dagumol Guia Ma. G. Villahermosa Rhysa Cyle C. Rosalejos Atty. Wincerbogne Pesisano Paul John Arias Rhysa Cyle C. Rosalejos Sybil L. Maputi</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 2-6, 2019	Preparation and submission of 2019 Division Annual Accomplishment Report Collection and gathering of e-copies.	Division/Section/Unit/TWC members
December 9-13, 2019	Editing of submitted Annual Accomplishment Report	Rachel R. Valde Edelina M. Eborra Vicente G. San Miguel, EdD
December 16-20, 2019	Final editing/revision Printing Binding	Technical Working Committee (TWC)
December 30, 2019	Final submission of the 2019 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

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

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:

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