



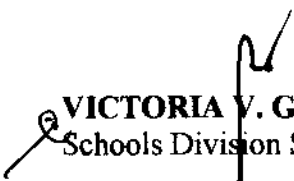
Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2020-10-421
DEPED MALAYBALAY CITY DIVISION
RELEASED
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BY: 2-8-2020 glane

DIVISION MEMORANDUM

No. 421, s. 2020

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: October 27, 2020

**SUBJECT: TECHNICAL WORKING COMMITTEE FOR THE PREPARATION OF
2020 DIVISION ANNUAL ACCOMPLISHMENT REPORT**

1. In line with the preparation of the 2020 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>Novem A. Sescon Jimdandy S. Lucine Lucilyn Cahucom Paterno T. Padua Jr. Dr. Marcos Julieta K. Fulgencio</p> <p>Curriculum Implementation Division</p> <p>Purissima 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 Ferdinand V. Mortera Noel A. Tan Nery Bonifacio M. Palo Jovy G. Molina Romil T. Jabonero</p> <p>Office of the Schools Division Superintendent</p> <p>Administrative Officer V- General Services Florrabel R. Porras Rufelia J. Limbengco Darvy Daguimol 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 1-11, 2020	Preparation and submission of 2020 Division Annual Accomplishment Report Collection and gathering of e-copies.	Division/Section/Unit/TWC members
December 14-18, 2020	Editing of submitted Annual Accomplishment Report	Rachel R. Valde Edelina M. Eborra Vicente G. San Miguel, EdD
December 19-23, 2020	Final editing/revision Printing Binding	Technical Working Committee (TWC)
December 30, 2020	Final submission of the 2020 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

2020 Annual Accomplishment Report
For the Period: January to December 2020

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