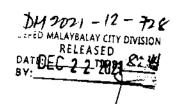


Department of Education

REGION X- NORTHERN MINDANAO Division of Malaybalay City



DIVISION MEMORANDUM

728

No. ____

, s. 2021

To:

Assistant Schools Division Superintendent Chief Education Supervisors, CID and SGOD Public Elementary and Secondary School Heads

All Others Concerned

From:

VICTORIA V. GAZO PhD, CESO V

KSchools Division Superintendent

Date:

December 21, 2021

SUBJECT: TECHNICAL WORKING COMMITTEE FOR THE PREPARATION OF \$2021 DIVISION ANNUAL ACCOMPLISHMENT REPORT

In line with the preparation of the 2021 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	Ria K. Alcuizar	 Supervise the preparation and submission of the Division Annual Accomplishment Report. Lead the editing, revision and finalization of the report.
Co-Chair	Vicente G. San Miguel	Perform the duties and responsibilities of the Chairman in case of absence or on official travel.
Members	Rachel R. Valde Noel A. TanNery	Perform the editing, revision and finalization of the annual accomplishment report.



Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094

Email: Malaybalay.city@deped.gov.ph



Department of Education region x-northern mindanao

Division of Malaybalay City

Consultant/Advisers	Victoria V. Gazo, PhD, CESO V- Schools Division Superintendent Aliena S. Dajay-Assistant Schools Division Superintendent Lorenzo O. Capacio, EdD - Chief, SGOD Ralph T. Quirog - Chief, CID Manuel D. Dinlayan II - Administrative Officer V	
	School Governance and	
	Operations Division	
Contributors	Rosalio P. Arangco	
	Ria K. Alcuizar	
	Marsfifth M. Mamawag	į
	Woodrow Wilson Merida	
	Edelina Ebora	Prepares annual accomplishment
	Engr. Leslie T. Fontanilla	report of the
	Novem A. Sescon	division/section/unit.
	Jimdandy S. Lucine	
	Lucilyn Cahucom	
	Paterno T. Padua Jr.	
	Dr. Paul Redgie R. Mabelin	
	Curriculum	
	Implementation Division	
	Purisima J. Yap	
	Analy L. Ocier	
	Dindo C. Gabales	
	Virgilin R. Pizzaro	
	Imelda S. Bentillo	Prepares annual accomplishment
	Jasmin J. Adriatico	report of the
	Rachel R. Valde	division/section/unit.
	Maria Concepcion S. Reyes	
	Lou-ann J. Cultura	
	Rosie A. Salupado	
	Aba Q. Allaba	
	Manny B. Pimentel	<u> </u>



Department of Education

REGION X- NORTHERN MINDANAO **Division of Malaybalay City**

Evernold T. Berial Ferdinand V. Mortera Noel A. Tan Nery Bonifacio M. Palo Jovy G. Molina Vicente G. San Miguel Romil T. Jabonero Office of the Schools **Division Superintendent** Manuel D. Dinlayan II Florrabel R. Porras Rufelia J. Limbengco Darvy Daguimol Guia Ma. G. Villahermosa Rhysa Cyle C. Rosaleios Atty. Wincerbogne Pesisano Paul John Arias Rhysa Cyle C. Rosalejos Sybil L. Maputi

1. Contributors are required to submit the annual report using the enclosed suggested format with attached substantial photos on or before December 29, 2021 at ria.alcuizar@deped.gov.ph.

2. 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



Department of Education region x-northern mindanao

Division of Malaybalay City

Suggested Format

2021 Annual Accomplishment Report

For the Period: January to December 2021

годгат:		
Targets Activities for the Period	Accomplishments	Remarks
1.		
2.		
Concerns	How you addressed them	Results
1.	11011 you addited them	2465
2. Others		
2. Others		
Prepared by:		
Program Holder		
Noted:		
VICTORIA V. GAZO, PhD,	CESO V	
Schools Division Superintende		
Note: all substantial photos wil	l be included under Annexes	
Copy furnished:		
Records Unit		



Telefax (088) 314-0094 Email: Malaybalay.city@deped.gov.ph