



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 Division of Malaybalay City

DM - 2022 - 01 - 004  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: \_\_\_\_\_ TIME: 10:52 AM  
 BY: JAN 04 2022

**DIVISION MEMORANDUM**

No. 004, s. 2022

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 All Others Concerned

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

Date: January 3, 2022

**SUBJECT: SUBMISSION AND 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:

<i>FUNCTION</i>	<i>PERSON INVOLVED</i>	<i>DUTIES AND RESPONSIBILITIES</i>
Chairman	Ria K. Alcuizar	<ul style="list-style-type: none"> <li>➤ Supervise the preparation and submission of the Division Annual Accomplishment Report.</li> <li>➤ Lead the editing, revision and finalization of the report.</li> </ul>
Co-Chair	Vicente G. San Miguel	<ul style="list-style-type: none"> <li>➤ Perform the duties and responsibilities of the Chairman in case of absence or on official travel.</li> </ul>
Members	Rachel R. Valde Noel A. TanNery	<ul style="list-style-type: none"> <li>➤ Perform the editing, revision and finalization of the annual accomplishment report.</li> </ul>





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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	
Contributors	<b>School Governance and Operations Division</b> Rosalio P. Arangco Ria K. Alcuizar Marsfith M. Mamawag Woodrow Wilson Merida Edelina Eborra Engr. Leslie T. Fontanilla Novem A. Sescon Jimdandy S. Lucine Lucilyn Cahucom Paterno T. Padua Jr. Dr. Paul Redgie R. Mabelin <b>Curriculum Implementation Division</b> Purissima J. Yap Analy L. Ocier Dindo C. Gabales 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	Prepares annual accomplishment report of the division/section/unit.  Prepares annual accomplishment report of the division/section/unit.





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	<p>Evernold T. Berial Ferdinand V. Mortera Noel A. Tan Nery Bonifacio M. Palo Jovy G. Molina Vicente G. San Miguel Romil T. Jabonero <b>Office of the Schools</b> <b>Division Superintendent</b> Manuel D. Dinlayan II 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>	
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1. Contributors are required to submit the annual report using the enclosed suggested format with attached substantial photos on or before January 7, 2022 at [ria.alcuizar@deped.gov.ph](mailto: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





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*Suggested Format*

**2021 Annual Accomplishment Report**

For the Period: January to December 2021

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  
Planning and Research



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Purok 6, Casisang, Malaybalay City  
Telefax (088) 314-0094  
Email: Malaybalay.city@deped.gov.ph