



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

DM 2022-08-432
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 8/18/22 TIME: 9:15
BY: [Signature]

DIVISION MEMORANDUM
No. 432, s. 2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

FROM: *[Signature]* **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: August 17, 2022

SUBJECT: **DISSEMINATION OF REGIONAL MEMORANDUM NO. 499, s. 2022 dated August 12, 2022 RE: The Signatures Required on the NDEP Monthly Accomplishment Reports**

1. Pursuant to **Regional Memorandum No. 499, s. 2022 RE: The Signatures required on the NDEP Monthly Accomplishment reports**, this office requires all schools and NDEP coordinators to strictly adhere to this requirement.
2. Attached is the template for the NDEP accomplishment report for reference.
3. Widest dissemination of this memorandum is desired.

Encl.: As stated

Copy Furnished:
SGOD-School Health Unit
Records Unit



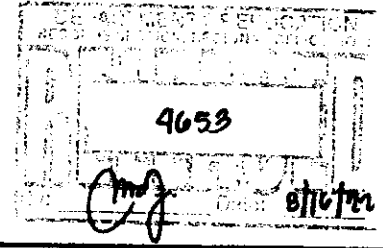
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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



August 12, 2022

REGIONAL MEMORANDUM
 No. 499, s. 2022

**THE SIGNATURES REQUIRED ON THE
 NDEP MONTHLY ACCOMPLISHMENT REPORTS**

To: Schools Division Superintendents
 School Governance and Operations Division Chiefs
 Division NDEP Coordinators
 School Health Personnel
 Elementary/Secondary School Heads
 All others concerned

1. Regarding **Regional Memorandum No. 87, s. 2021** or **Reiteration on the Submission of Monthly Accomplishment Report on National Drug Education Program (NDEP)**, this Office specifies the signatures required for the NDEP monthly reports.
2. The documentation of drug prevention programs, projects, and activities in schools and School Division Offices (SDOs) requires the authenticity of accomplishments, which is only verified through the authorized signatures aside from the NDEP those of the coordinators as outlined in the NDEP report template.
3. Hence, this Office requires all schools and SDOs NDEP coordinators to submit the monthly accomplishment reports following the specified signatures from school heads, MO or designated SHS head and SGOD Chief. School NDEP accomplishment reports shall be submitted to the SDOs, and the consolidated reports of SDOs shall be submitted to the Regional Office (RO) at hnu.regionx@deped.gov.ph on or before the fifth day of every month. Photos of the activities shall be included in the report. Failure to follow the prescribed signature format shall be considered as non-submission of report.
4. Attached is the template for the NDEP accomplishment report for reference.
5. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

ESSD/ribc



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<http://deped10.com>





Republic of the Philippines
Department of Education
Region X – Northern Mindanao



NATIONAL DRUG EDUCATION PROGRAM
ACCOMPLISHMENT REPORT

School: _____

Month of _____

Date	Programs / Projects			Beneficiaries	Resources Used	Lead and Partner Agency/ies	Challenges	Recommendations and Remarks
	Activities	Venue	Person/s Responsible					

Submitted by:

Approved by:

NDEP Coordinator

School Head