



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

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 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 JUNE 6 2023 Time: 10:32  
 By: J. M. O. D. A.

**DIVISION MEMORANDUM**

No. 276, s. 2023

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

From: ✓ **CHERRY MAE L. LIMBACO-REYES**  
 Schools Division Superintendent

Date: July 10, 2023

Subject: **SUBMISSION OF NATIONAL LEARNING CAMP/END OF THE SCHOOL YEAR ACTIVITY ACCOMPLISHMENT REPORT**

1. To ensure uniformity of accomplishment report submission on the conduct of *the National Learning Camp/End of the School Year Activity*, this Office informs the field on the unified accomplishment report template to be use in the preparation of the daily accomplishment report for teachers and school heads as support documents on the claims of service credits.
2. All volunteer teachers and school heads are advised to prepare a daily accomplishment report to support the daily time record (DTR) on the services rendered by the concerned school personnel. Submission of the accomplishment report for teachers will be done weekly together with their corresponding daily time record. School head are advised to collect the daily time record and submit the documents with other attachments upon the call of the schools Division Office. Attached are the template of the accomplishment report for reference.
3. For inquiries, please contact **Vicente G. San Miguel, EdD** Public Schools District Supervisor Immediate and wide dissemination of this Memorandum is desired.

Copy furnished:  
 Records Unit  
 PSDS/VGSM



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
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**NATIONAL LEARNING CAMP/END OF THE SCHOOL YEAR ACTIVITY  
TEACHER DAILY ACCOMPLISHMENT REPORT**

Week \_\_\_\_\_ Day \_\_\_\_\_, June \_\_\_\_, 2023

Name of the Teacher: \_\_\_\_\_ Grade Level: \_\_\_\_\_

School \_\_\_\_\_ School ID: \_\_\_\_\_

Subject : \_\_\_\_\_ Topic: \_\_\_\_\_

Learning Competency: \_\_\_\_\_ Code: \_\_\_\_\_

I. Introduction: (write at least 2-3 description of the day's activity)	II. Goals and Objectives
III. Accomplishments ( highlights of the activity)	IV. Challenges and Lesson Learned
Documentation in Photo (in session, making of output and closing activities)	

Prepared by:

\_\_\_\_\_  
Name and Signature



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**NATIONAL LEARNING CAMP/END OF THE SCHOOL YEAR ACTIVITY  
SCHOOL HEADS WEEKLY ACCOMPLISHMENT REPORT**

Week \_\_\_\_ Day \_\_\_\_, June \_\_\_\_, 2023

Name of the School Head: \_\_\_\_\_ District: \_\_\_\_\_  
School \_\_\_\_\_ School ID: \_\_\_\_\_  
Number of Organized Camping Class : \_\_\_\_\_  
Number of Registered Participants: \_\_\_\_\_ Actual Number: \_\_\_\_\_  
Number of Registered Learner Participants: \_\_\_\_\_ Code: \_\_\_\_\_

V. Introduction: ( <i>Days' Deliverable</i> )	VI. Goals and Objectives
VII. Accomplishments ( highlights of the days activity)	VIII. Challenges and Lesson Learned
Documentation in Photo ( <i>in session, making of output and closing activities</i> )	

Prepared by:

\_\_\_\_\_  
Name and Signature



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