



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

2024-87523
DM-2024-01-002
DEPED MALAYBALAY CITY DIVISION
RELEASED
JAN 03 2024 Time: 10:24
By: [Signature]

DIVISION MEMORANDUM

No. 002, s. 2024

To: **Curriculum Implementation Division (CID)**
School Governance and Operations Division (SGOD)
All Others Concerned

From: [Signature] **ALIENA S. DAJAY, CESE**
Officer In-charge
Office of the Schools Division Superintendent

Date: **January 2, 2024**

Subject: **SUBMISSION OF THE 2023 ANNUAL ACCOMPLISHMENT REPORT**

1. As provided in Section 97 of the Local Government Code of 1991, all LGUs are mandated to produce the annual accomplishment report. This Office directs all the three Functional Divisions and all Education Program Supervisors, Public Schools District Supervisors, Program Holders, and Section Heads to submit the 2023 Annual Accomplishment Report to the School Governance Operations Division - School Management, Monitoring and Evaluation Section on or before January 12, 2024 (Friday).
2. Meeting will be conducted to the concerned personnel on January 5, 2024 @ 9:30 in the morning at the GAD Hall.
3. Enclosed is the template of the said report.
4. For compliance.

SMME/Lynne



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



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Enclosure 1: Template of the 2023 Annual Accomplishment Report (Submit in soft copy).

Note: Font Style: Calibri (Body)
Font size: 12
Pictures: Only 2-3 pictures per page in a separate sheet

Key Results Area	Targets/Activities for the Period	Accomplishments	Remarks



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