



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XIII



Caraga Administrative Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Roxas St, CV Diez MCES Compound, Brgy. Washington Surigao City
Telefax: (086) 826-3075; Tel Nos. (086) 826-8931, 826-1268

November 28, 2019

DIVISION MEMORANDUM

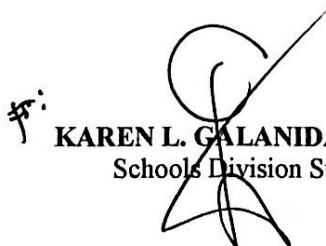
No. 391, s. 2019

DISTRICT ANNUAL ACCOMPLISHMENT REPORT (AAR) OUTLINE

TO : Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Teachers and Principals
 This Division



1. The Annual Accomplishment Report (AAR) summarizes an agency's accomplishment relative to its mandate of providing access to quality education and good governance. This highlights the accomplishments for the year vis-à-vis targets within the context of the Annual Implementation Plan (AIP)/Work and Financial Plan (WFP) anchored on the Division Basic Education Development Plan (DBEDP).
2. On this, the Schools Division Office hereby issues the outline and house style for the District Annual Accomplishment Report (AAR), to which schools districts are enjoined to strictly abide by. Notes are provided to guide schools districts on what data to provide per part.
3. Submission of both hardcopy and softcopy of the District AAR to the Planning and Research Office is until **December 15, 2019 only** to give ample time for the review of said District AARs for consolidation and preparation of the Division AAR, which in turn will be presented during the yearend review on December 20, 2019.
4. For immediate dissemination and strict compliance.


KAREN L. GALANIDA, PhD, CESO VI
 Schools Division Superintendent

KLG/fgsl

To be indicated in the perpetual index under the subjects:

ANNUAL ACCOMPLISHMENT REPORT

SCHOOLS DISTRICTS REPORTS

YEAREND REPORTS

"We serve with GOD (goodness, openness, dignity)..."

Title Page:

Note: You may create a design for the front and back covers of your District AAR. However, basic parts of the title page are given on the sample below:

DepEd National Logo	<p>Republic of the Philippines DEPARTMENT OF EDUCATION Region XIII</p>	DepEd Surigao City Logo	School Logo
<p><i>Caraga Administrative Region</i> SCHOOLS DIVISION OFFICE OF SURIGAO CITY <i>Roxas St, CV Diez MCES Compound, Brgy. Washington Surigao City</i> <i>Telefax: (086) 826-3075; Tel Nos. (086) 826-8931, 826-1268</i></p>			
<p>2019 Annual Accomplishment Report District I</p>			
<p>Name of School Name of School Name of School Name of School Name of School</p>			
<p>December 2019</p>			

DISTRICT ANNUAL ACCOMPLISHMENT REPORT

I. INTRODUCTION

Note: This portion discusses the purpose of the report. It also gives a preview of what is expected of the contents. It must be brief and concise.

II. OVERALL ACCOMPLISHMENT OF PROGRAMS AND PROJECTS

Note: This includes the accomplishments against your target for the year.

- Please use the following template.
- You may insert additional rows for more entries.

Programs/ Activities/ Projects (A)	Target Based on AIP/WFP (B)	% of Actual Accomplishment (C)	# of Accomplishment (C/B) x 100%

III. EDUCATIONAL OUTCOMES/RESULTS

Note: This portion shows the key performance indicators for the past 2 years per level using the template below. The root cause of the key stages with "low" performance and the past interventions are also discussed in this portion.

Key Performance Indicators	Target Outcome SY 2018-2019	Actual Results		Gain/Gap	Remarks
		SY 2018-2019	SY 2019-2020		
ACCESS					
Enrolment					
• Kindergarten					
• Grades 1-6					
• Year 7-10					
• Year 11-12					
Gross Enrolment Rate					
• Kindergarten					
• Grades 1-6					
• Year 7-10					
• Year 11-12					
Net Enrolment Rate					
• Kindergarten					
• Grades 1-6					
• Year 7-10					
• Year 11-12					
Net Intake Rate					
• Kindergarten					
Transition Rate					
• Grade 6 to Year 7					
• Year 10 to Year 11					
QUALITY INDICATORS					
Cohort Survival Rate					
• Grade 1-6					
• Year 7-10					
Completion Rate					
• Grade 1-6					
• Year 7-10					

• Year 11-12					
Dropout Rate					
• Grade 1-6					
• Year 7-10					
Promotion Rate					
• Grade 1-6					
• Year 7-10					
• Year 11-12					
Repetition Rate					
• Grade 1-6					
• Year 7-10					
• Year 11-12					
NAT Results (Please consider the latest available data)					
• NAT 6					
• NAT 10					
• Others (Please specify)					

Discussion on the low KPIs and past interventions

IV. OUTSTANDING ACCOMPLISHMENTS

Note: This showcases the district's best practices, value-added contributions, innovations, and commendable activities, among others.

- *Please provide a description for each of the entries in the accomplishments.*

District Accomplishments

District	Best Practices	Value-added Contributions	Innovations

Schools Accomplishments

Note: The winnings and awards received within the year in review as well as the achievements of learners and teachers are likewise included in this section. Pictures may be a means of verification.

- *Only those who won in the division, regional, national, and international competitions are included in this part.*
- *Please arrange accomplishments by level: international, national, regional, division.*
- *Contents include title, date, and venue of the competition, level, name of contestant/s, award garnered, school of contestant/s, name of coach of contestant/s, district, and sponsoring agency.*
- *Please start from the latest accomplishments.*
- *Please provide one best picture with caption for each accomplishment. Observe proper writing of captions (no sentence fragments, etc).*
- *An example on how the entries are written is given.*

Essay Writing Contest
 October 8, 2019
 Function Hall 2, NEAP Caraga, Butuan City
 Regional Level
 Contestant: John dela Cruz
 First Place
 Surigao City National High School
 Coach: Maria Reyes
 District I
 Sponsoring Agency: DepEd Caraga

<i>Best Picture</i>
<i>Caption</i>

V. FINANCIAL PERFORMANCE

Note: This highlights the budget utilization of the schools in the schools district under its jurisdiction.

- o *Please provide the actual amount of utilization of MOOE per object of expenditure per school.*
- o *You may insert additional column's for schools.*
- o *Please provide the sub-total for each of the expenditures for all schools in your schools district and the grand total for all expenditures in your schools district.*

Expenditures	Name of School	Name of School	Name of School	Name of School	Name of School	Name of School	Name of School	Name of School	Sub-total
Office Supplies									
Other Supplies and Materials									
Traveling -Local									
Training									
Accountable Forms (for IUs schools only)									
Medicines									
Medical, Dental and Laboratory Supplies									
Fuel, Oil and Lubricants									
Water									
Electricity									
Postage and Courier									
Mobile									
Landline									
Internet Subscription									
Cable, Telegraph and Radio									
Research, Exploration and Development Expenses (for CRSHS only)									
Auditing Services (for IUs only)									
Other Professional Services									
Janitorial Services									
Security Services									
Other General Services									
Repair and Maintenance-Buildings									
Repair and Maintenance-School Buildings									
Repair and Maintenance-Office and Other Equipment									
Fidelity Bond Premiums									

Printing and Publication									
Representation									
Transportation and Delivery									
Other Eligible Expenses									
Grand Total									

VI. PROGRAMS AND PROJECTS

Note: The programs and projects implemented by the schools and schools district with their corresponding descriptions are discussed in this portion. Details of the programs and projects like name of the activity, number of participants, and other important information/data are presented in table form. Included in the discussion are the challenges, best practices, and the impact of the programs and projects.

- *Please list down all PAPs that you have implemented in your respective schools/school districts and categorize them accordingly.*
- *You may add rows to accommodate more entries.*

Category	Name/Title of PAP	Description	Number of Participants/ Recipients
Nationally Mandated/Funded Program, Activities, Projects (PAPs)	Gulayan sa Paaralan		
	Child-Friendly School System		
	Adopt-a-School Program		
PSDS Application Project			
District Banner Project			
School Banner Project <i>Name of School</i>			
School Banner Project <i>Name of School</i>			
School Banner Project <i>Name of School</i>			

Discussion on the challenges, best practices, and the impact of the programs and projects

<i>Additional Note: Division House Style on District AAR</i>	
<i>Margins:</i>	<i>Top and bottom – 1 inch Right side – 1 inch Left side – 1.5 inches</i>
<i>Paper Size:</i>	<i>A4</i>
<i>Font and Font Size:</i>	<i>Times New Roman, 11</i>
<i>Page Number:</i>	<i>Bottom Left</i>
<i>Content:</i>	<i>Indent every paragraph. Observe single spacing in the whole AAR. Leave one space between paragraphs and tables and paragraphs. District AAR is soft bound (ring binder with PVC cover).</i>