



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



3 January 2023

OFFICE MEMORANDUM
OM No. 001, s. 2023

SUBMISSION OF DIVISION ANNUAL REPORT 2022

TO: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Division Program Focal Person/Coordinator

In relation to the 2022 Division Annual Report, you are hereby advised to submit your annual report highlighting the accomplishments for the year vis-à-vis targets within the context of Annual Implementation Plan (AIP)/Work and Financial Plan (WFP) anchored on the Region Education Development Plan (RBEP) and Division Education Development Plan (DEDP).

To harmonize the annual report, Functional Division Chiefs/Section Heads are advised to complete and submit the report using the templates found at <https://tinyurl.com/AAR2022Template>.

Kindly upload your report through <https://tinyurl.com/AAR2022Output> on or before **January 16, 2023** using the file name, **AAR2022_DivisionName_Unit**.

Strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Parmjdf01/03/2023

DEPEDQUEZON-TM-SDS-04-010-003



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