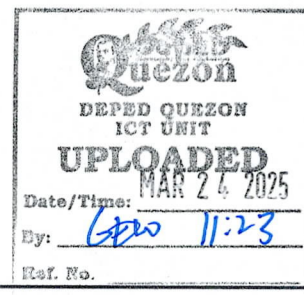




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



19 March 2025

OFFICE MEMORANDUM
 OM No. 077, s. 2025

**QUARTERLY SCHEDULE FOR UPDATING THE ACCOMPLISHMENT REPORT
 IN THE WORK AND FINANCIAL PLAN**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Unit/Section Heads
 Program Coordinators
 PMIS Core Team Members

In line with the full implementation of the Program Management Information System (PMIS) in this Office, as per DepEd Order No. 11, s. 2021, several issues have arisen regarding the submission of the Accomplishment Report, particularly in terms of timeliness.

In this regard, all Functional Division Chiefs, Section Heads, Program Coordinators, and PMIS Coordinators are advised to update and take the necessary actions on this matter to prevent backlogs and mitigate the risk of late submission. Below are the specific dates for updating and submitting the Accomplishment Report:

Quarter	Dates
1st Quarter	March 17-28, 2025
2nd Quarter	June 16-27, 2025
3rd Quarter	September 22-30, 2025
4th Quarter	December 15-29, 2025

It is expected that all WFPs and Accomplishment Reports shall be updated before the conduct of the Program Implementation Review and Plan Adjustment.

Strict compliance with this Memorandum is required.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Pmtmjdf03/19/2025

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