



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

29 November 2021

OFFICE MEMORANDUM
OM No. 111, s. 2021

SUBMISSION OF DIVISION ANNUAL REPORT

TO: OIC - Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Education Program Supervisors/Specialists
Division Program Focal Person/Coordinators

In relation to the 2021 Division Annual Accomplishment Report (AAR), you are hereby advised to submit your AAR 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 Basic Education Plan (RBEP)/Division Education Development Plan (DEDP) and Basic Education Learning Continuity Plan (BE-LCP)

To harmonize the AAR, Functional Division Chiefs/Section Heads are advised to consolidate the report using the templates found at <https://tinyurl.com/AAR-Template>. **Accomplishment of PPAs worksheet** in the link, <https://tinyurl.com/PPAAccomplishment2021> are also required to be accomplished by all Division Units/Section Heads and Program Coordinators. On the other hand, means of verification (MOVs) of the submitted AAR shall be uploaded to <https://tinyurl.com/AARMOVs2021>.

Kindly upload your report through <https://tinyurl.com/AAR2021Output> on or before **DECEMBER 15, 2021** using the file name, **AAR2021_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

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