




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

UNNUMBERED MEMORANDUM

TO: OIC - Assistant Schools Division Superintendents
CID and SGOD Chiefs
Section/Unit Heads
Division Planning Team

FROM: 
ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer – in – Charge
Office of the Schools Division Superintendent

SUBJECT: SUBMISSION OF DIVISION ANNUAL REPORT

DATE : November 4, 2020

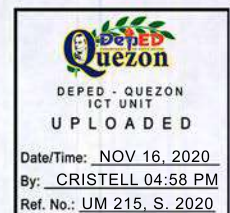
In relation to the 2020 Division Annual Report, you are hereby advised to submit your annual report highlighting the detailed accomplishments for the year vis-à-vis targets within the context of the PIVOT-4A CALABARZON and BE-LCP.

To harmonize the annual report, Division Chiefs/Section Heads are advised to consolidate the report of their Division/Section using the templates found at <https://tinyurl.com/Annual2020Download>.

Kindly send your report to sdo.quezon.planning@deped.gov.ph on or before **December 4, 2020** using the email subject, *2020 Annual Report_ (Functional Division/Section)*.

Strict compliance to this Memorandum is desired.

pamjdf11/04/2020
DEPEDQUEZON-TM-SDS-04-010-003



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



09 November 2020

Regional Memorandum

PREPARATION OF ANNUAL ACCOMPLISHMENT REPORT FY 2020

To **All Schools Division Superintendents**
All Functional Division Chiefs

1. The Department of Education Region IV-A CALABARZON, through the Policy, Planning, and Research Division (PPRD), hereby issues the prescribed outline on the preparation of Annual Accomplishment Report for the Regional Office and School Division Offices (SDOs).
2. The Annual Accomplishment Report (AAR) shall summarize the agency's accomplishments relative to its mandate of providing access to quality basic education and good governance. This must be accomplished collaboratively by the Regional Planning Team (Functional Division Chiefs and Program Focal Persons) and Division Planning Team (SDSs/ASDSs, CID and SGOD Chiefs, Planning Officers III and Senior Education Program Specialists for Planning and Research).
3. For SDOs to accomplish this report, please access bit.ly/07AARsdo; for RO, kindly open the link bit.ly/2020ANNUALaccomplishment.
4. Attached is the prescribed format of the Annual Accomplishment Report.
5. For queries, you may ask Allan D. Tipan or Jona M. Malonzo through pprd.calabarzon@deped.gov.ph or 8647-7487 loc. 470 and 472.
6. Immediate and strict compliance to this Memorandum is expected.

WILFREDO E. CABRAL
Regional Director

pprd/jmm



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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