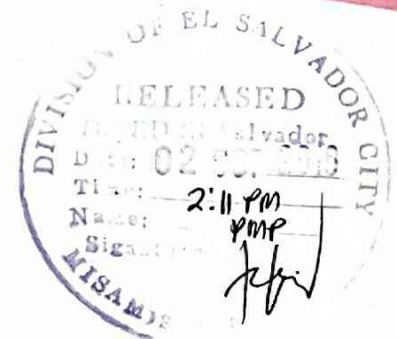




DIVISION MEMORANDUM

No. 310, s. 2018

To: EDUCATION PROGRAM SUPERVISORS
UNIT HEADS
OTHER PROGRAM HOLDERS



From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: **Compliance and Submission of the Accomplishment Reports of the different programs conducted/attended for C.Y. 2018**

Date: September 28, 2018

1. In compliance with the agreements that has transpired from the emergency meeting conducted last August 6, 2018 at the Learning Resource Room, all program holders are directed to comply and submit an accomplishment report of their program/s conducted/facilitated and or attended.
2. Please use **enclosure number 1** in making such report and submit both in hard and soft copies for filing purposes and easy consolidation. The consolidated report shall be used as basis for:
 - 2.1 Tracking and progress monitoring of the status of the different PAP's indicated in the Division Education Development Plan (DEDP);
 - 2.2 Crafting of the Annual Division Accomplishment Report (ADAR);
 - 2.3 Validating the inputs in the Project Management Information System (PMIS);
 - 2.4 Crafting of other relevant reports related to planning, monitoring and evaluation.
3. Further, all program holders and concerned personnel from each respective units are encourage to submit also the lists of trainings/seminars attended including awards and/or recognitions received, if there is/are any, in line with the performance of work as this will be included in the report described in **2.2**. Please use **enclosure number 2**.
4. Please email the soft copy of the accomplished report to kevin.asequia@deped.gov.ph, cc: mpquismundo@gmail.com on or before October 14, 2018.
5. For information, guidance and strict compliance.

Copies Furnished:
Person Concerned, Records Section-Memorandum

/kba



DEPARTMENT OF EDUCATION
Region X
DIVISION OF EL SALVADOR CITY

To the Future, El Salvador!

ENCLOSURE NO. 1

A. ACCOMPLISHMENT REPORT FOR THE PROJECT/PROGRAM:	
B. PROGRAM/PROJECT OBJECTIVES:	B.1
	B.2
	B.3
C. VENUE & DURATION:	CONDUCTED/HELD @ _____ FROM MM/DD/YY TO MM/DD/YY
D.NO. OF PARTICIPANTS	
E. BENEFITED PARTICIPANTS	
F. FACILITATORS	
G. PROCESS OBSERVERS	
F. KEY RESULT (IN NARRATIVE)	



DEPARTMENT OF EDUCATION
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NO.	TITLE OF THE TRAINING/SEMINAR ATTENDED/RECEIVED	DATE MM/DD/YY-MM/DD/YY	VENUE	LEVEL OF THE TRAINING/SEMINAR/AWARDS ATTENDED/RECEIVED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	TITLE OF THE AWARD/RECOGNITION RECEIVED	DATE MM/DD/YY-MM/DD/YY	VENUE	LEVEL OF THE TRAINING/SEMINAR/AWARDS ATTENDED/RECEIVED
1				
2				
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