



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
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September 9, 2014

MEMORANDUM

To: Education Program Supervisors
PS District Supervisors/ District In-charge

From: CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

Subject: SUBMISSION OF WEEKLY ACCOMPLISHMENT REPORTS

All Education Program Supervisors (EPS) and PS District Supervisors are advised to submit Accomplishment Reports every **Friday afternoon**. These reports include the following:

1. Individual Teacher Teaching Performance Record (ITTPR)
2. Teachers Observed and Given Assistance (TOGA)
3. School Heads Observed and Given Assistance (SHOGA)
4. Reports on other activities undertaken such as SBM Validation, Meetings/ Seminars conducted and attended, and the like
5. Certificate of Appearance
6. Approved Itinerary of Travel
7. Logbook (where other observations and notes are written and the school heads and the teachers observed affixed their signature)

Items number 1 to 6 shall be placed in one (1) folder, while the Logbook (item number 8) shall be submitted with the folder.

Itinerary of Travel (item number 6) for the **succeeding week** shall be submitted to the Office of the Schools Division Superintendent every Friday for approval (prior to travel week).

Please be guided accordingly.

CLL/egd