



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MISAMIS ORIENTAL



Don Apolinar Velez-Del Pilar Sts., Cagayan de Oro City 9000 (088)8564524 09178992245 www.depedmisor.net

DIVISION MEMORANDUM

No. 741, s. 2017

To : Public Schools District Supervisors/Districts In-Charge
Schools Administrators/Schools In-Charge
Public Elementary, Junior and Senior High Schools
District ALS Coordinators and Mobile Teachers
This Division

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

Re : **SUBMISSION OF SCHOOL ANNUAL REPORT CY 2017**

Date : December 15, 2017

1. In preparation for the Division Annual Report for CY 2017, this office requires all elementary and secondary schools to submit the **School Annual Report CY 2017** on or before January 8, 2018.
2. The school annual report shall summarize the school's accomplishments for the year relative to its mandate of providing access, quality basic education and good governance.
3. In view thereof, enclosed is a prescribed format of the school annual report for your reference. The field is advised to submit **soft copy only** in .pdf format and send thru **bit.ly/misorannualrep2017** using the file format - School Annual Report 2017_District_ School Name.
4. Wide dissemination and compliance of this Memorandum is hereby desired.

/SGOD_elg



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Enclosure to DM No. _____, s. 2017

Annual Report Format:

Vision and Mission

School Map

I. Introduction

II. Executive Summary

III. Strategic Goals

- A. Access to Basic Education
- B. Quality and Relevance of Basic Education
- C. Efficiency and Effectiveness of the School System

IV. Progress Report on Key Performance Indicators

A. Access to Basic Education

Part 1 – Current Status and Trends

1. Enrolment Data
 - a). Comparative Data on Total Enrolment (3 years)
 - b). Current Enrolment by Grade Level, by Gender
 - c). Age Profile of Learners – Report on School Aged, Under/Over Aged Learners
 - c). Segments (Data on SPED, IPs, Muslim, CCT)
 - d). Nutritional Status Report
 - c). Enrolment by Program (for JHS & SHS)
2. Dropout Rate
 - a). Comparative Data on Dropout Rate (3 years)
 - b). Dropout Rate SY 2016-2017 by Grade Level, by Gender
 - c). Causes of Dropout
3. Promotion and Graduation Rate
 - a). Comparative Data on Promotion and Graduation Rate (3 years)
 - b). Promotion and Graduation Rate SY 2016-2017 by Grade Level, by Gender
4. Repetition Rate
 - a). Comparative Data on Repetition Rate (3 years)
 - b). Repetition Rate SY 2016-2017 by Grade Level, by Gender
5. Failure Rate
 - a). Comparative Data on Failure Rate (3 years)
 - b). Failure Rate SY 2016-2017 by Grade Level, by Gender

Part 2 – Programs, Projects and Activities to Improve Access

1. Early Registration
2. Community Mapping
3. Oplan-Balik Eskwela
4. Dropout Reduction Program
5. Feeding Program
6. Best Practices

B. Quality and Relevance of Basic Education

Part 1 – Current Status and Trends

1. Achievement Rate
2. Reading Tests

Part 2 – Programs, Projects and Activities to Improve Quality



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1. Curriculum Development
2. Best Practices
- C. Efficiency and Effectiveness of the School System
 - Part 1 - Current Status and Trends
 1. Crucial Resource Ratios and Gaps
 - a). Student:Teacher Ratios
 - b). Student:Seat Ratios
 - c). Student:Textbook Ratios
 - d). Student:Computer Ratios
 2. Report on Allocation, Utilization and Liquidation of Funds
 1. MOOE Budget
 2. Special Education Fund (SEF)
 3. Other Fund Sources
 - Part 2 – Programs, Projects and Activities to Improve Governance
 1. Improvement of Physical Facilities
 - a). Brigada Eskwela and Other School Facilities Improvement
 - b). Classroom Construction
 - c). Delivery of School Furniture
 - d). Delivery of Learning Materials
 - e). Delivery of Science Equipment
 2. Personnel Development
 3. Procurement of Supplies and Materials
 4. Best Practices

V. Priorities for the Next Year

- Part 1: Key Performance Indicators Baseline Data and Targets
 - a). Access
 - b). Quality
 - c). Efficiency and Effectiveness of the School System
- Part 2: Project Procurement Management Plan (Milestone Activities for CY 2018)
 - a). Access
 - b). Quality
 - c). Efficiency and Effectiveness of the School System

VI. Appendices

- A. Organizational Chart
- B. Structural Management/Number of Personnel
- C. Directory of Officials
- D. Pictorials