



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

Office of the Schools Division
Superintendent

7 JANUARY 2020

DIVISION MEMORANDUM

No. *008* s. 2020

SUBMISSION OF SCHOOL ANNUAL REPORT 2019

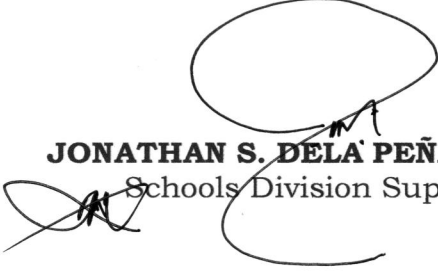
TO: Public Schools District Supervisor/Districts' In-Charge
Public Elementary, Junior and Senior High Schools Heads/In-Charge

1. In preparation for the submission of 2019 Division Annual Report, you are hereby advised to submit a report on the highlights of accomplishments for CY 2019 relative to providing access to quality education and good governance. The report must be in consonance with the assigned KRAs/Objectives/Programs Projects and Activities.

2. The report shall consist of narrative reports including statistical data to be presented through tables and charts and infographics, and pictorials. Enclosed is the prescribed annual report format for reference.

3. Furthermore, each school is required to submit the report in two modes: 1) hardcopy to be submitted to the District Office only and 2) soft copy in MS Word. The district office shall collect all schools soft copies and email (1 zipped folder) to misor.planning@deped.gov.ph with the filename SANRCY2019_”Name of District”. Deadline of submission is on or before January 27, 2020.

4. Immediate dissemination of and strict compliance with this Memorandum is directed.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encls.: As stated

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS ACCOMPLISHMENT
ANNUAL REPORT

SGOD, DPU-ELG



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
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Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph

Enclosure to DM No. _____, s. 2020

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

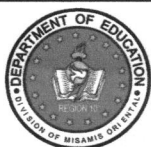
Part 1 – Current Status and Trends

- 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 2018-2019 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 2018-2019 by Grade Level, by Gender
- 4. Repetition Rate
 - a). Comparative Data on Repetition Rate (3 years)
 - b). Repetition Rate SY 2018-2019 by Grade Level, by Gender
- 5. Failure Rate
 - a). Comparative Data on Failure Rate (3 years)
 - b). Failure Rate SY 2018-2019 by Grade Level, by Gender

Note: Provide brief insights or characterization for every chart

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



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Note: Insert photos of the activities conducted

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

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

Note: Insert photos of the activities conducted

V. Challenges, Adjustments and Priorities for 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 2020)

- a). Access
- b). Quality
- c). Efficiency and Effectiveness of the School System

VI. Appendices

- A. Organizational Chart
- B. Profile of Personnel



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