



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL



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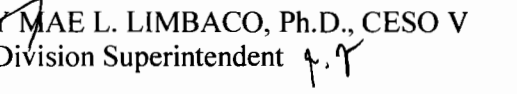
Email: misamisoriental@deped.gov.ph

DIVISION MEMORANDUM

TO :

All Concerned Division Personnel
Education Program Supervisors
Public Schools District Supervisors/Districts in-charge
Heads, Sections and Units

This Division

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

SUBJECT : CRAFTING OF THE DIVISION'S ANNUAL REPORT 2016

DATE : January 5, 2017

This Office is now crafting the **Division's Annual Report 2016**. Several preparations are underway to fast-track the realization of this report.

In line with the above, this Office hereby directs the concerned division personnel, sections and units heads and Public Schools District Supervisors to:

1. Develop an itemized and detailed description of each of the accomplishments (programs, projects and activities) and the achievements of your section, unit or schools district for the Year 2016 (January to December 2016). To further convey detailed information, inclusion of pictures relative to the activities, projects and initiatives accomplished are suggested to be included.

2. To further supplement the information given, tables and graphs of the data are welcome. Tables and graphs should also be supplemented with interpretations, analysis and discussions.

Attached are the points and areas suggested to be developed and the concerned personnel.

For more particulars, please coordinate Mr. Edwin L. Gamorot, Planning Officer III at the mobile phone number 09174386075 and Mr. Lindo M. Cayadong at the mobile phone number 09263274175.

Electronic copies of the section's, unit's and school's district accomplishment reports should be sent to misamis.oriental@deped.gov.ph and to lindo.cayadong@deped.gov.ph on or before January 12, 2017.

Immediate and wide dissemination of this Memorandum is hereby directed.

CMLL/elg/lmc



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Cagayan de Oro City



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Subject Areas/Areas to be developed for the Annual Report 2016	Personnel Concerned
1. Filipino/Kindergarten/EsP	Dr. Sally S. Aguilar
2. English	Dr. Maria Teresa M. Absin
3. Science	Mr. Celieto B. Magsayo
4. Mathematics	Dr. Nelson B. Absin
5. Araling Panlipunan	Dr. Ferminia M. Labis
6. TLE/EPP	Mr. Norberto E. Rosales
7. MAPEH	Mr. Johnny D. Redondo
8. MTB/MLE	Ms. Merly B. Mabelin
9. ALS/Open High School/ASATIDZ/MADRASAH/Alive	Mr. Andrian J.F. Tecson
10. LRMDs	Mrs. Mary Grace M. Gallana
11. Human Resource Development	Dr. Marife D. Balaba
12. Schools Monitoring and Evaluation	Mr. Danny A. Asio
13. Social Mobilization and Networking	Dr. Vevian T. Tuason
14. Planning and Research	Mr. Edwin L. Gamorot/Mr. Lindo M. Cayadong
15. Medical/Dental	Dr. Vida C. Suganob
16. Supply Office	Ms. Eleanor P. Cruz
17. Accounting	Ms. Angelita S. Ranalan, CPA
16. Budget	Mr. Mark Lorren T. Tejano
17. Cashiering Office	Ms. Marissa S. Jadap
18. Legal Unit	Atty. Stacykitz J. Dagbay
19. DRRM	Mr. Cirilo P. Rubiato II
20. Physical Facilities	Engr. Sandy L. Simo
21. Records	Ms. Ingrid L. Hebron
22. Senior High School	Dr. Rhodora L. Gallares
23. Private Schools	Ms. Irish Karylle D. Monte
24. Personnel	Mr. Mario A. Arroyo/Ms. Melanie C. Estenzo/Ms. Claribel L. Rodriguez
25. Division Performance EFA Targets Division Strategies Public and Private Schools Summary of Division Personnel Division Organizational Structure Functions of the Division Sections and Units	Mr. Edwin L. Gamorot
26. ICT	Engr. Freddiejun T. Delig
27. Curriculum Implementation Division Key Result Areas and Major Outputs	Dr. Erlinda G. Dael
28. Schools Governance and Operations Division	Mr. Rudy O. Magdugo
29. Administrative Section	Ms. Bernadette P. Samaco
30. District's Accomplishments	All Public Schools District Supervisors