



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 4, 2022

REGIONAL MEMORANDUM

No. **000023**, s. 2022

**PREPARATION AND SUBMISSION OF THE
2021 ANNUAL ACCOMPLISHMENT REPORT (AAR)**

To: Schools Division Superintendents
Chiefs of the Regional Functional Divisions
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), enjoins all the concerned Regional and Schools Division Office personnel on the **Preparation and Submission of the 2021 Annual Accomplishment Report (AAR)**.
2. Enclosed in this Memorandum are the 2021 AAR Technical Working Group, suggested compositions of the Division and Regional AAR Committees with the Terms of Reference (TOR), suggested outline/contents, and the templates for awards/recognitions received and innovation/initiatives implemented.
3. The data on Awards/Recognition Received and Innovations/Initiatives Implemented by Regional Office Functional Divisions and Schools Divisions shall be submitted on or before January 17, 2022 through the link: https://bit.ly/FY2021AAR_Awards_Innovations. The hard and soft copies of the 2021 AAR shall be submitted on or before February 21, 2022 to PPRD and through the link: <https://bit.ly/FY2021AAR>.
4. Immediate dissemination of and compliance with this Memorandum are desired.

fr: *mmj*
EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: As stated

Reference: None

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

ANNUAL ACCOMPLISHMENT REGION SDOs

PPRD-TCPJ



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By: *[Signature]* Date: 01/10/2022



Enclosure 1 to RM No. 000023, s. 2022

2021 ANNUAL ACCOMPLISHMENT REPORT TECHNICAL WORKING GROUP

Oversee : Dr. Evelyn R. Fetalvero
Chairperson : Dr. Bebiano I. Sentillas
Co-chairperson: Dr. Rita R. Dimakiling

Members :

a) Writers Dr. Teodorico Pelino Jr.
Ms. Jennylind D. Daya
Ms. Jasmin Calzita

b) Contributors Dr. Isidro Catubig (Sports)
Dr. Harvie Villamor (Curriculum)
Dr. Ma. Elsa Gerona (Health)
Dr. Reynaldo Nayre (SBM)
Engr. Ryan Bagon (Infrastructure)
Mr. Jim Albert Lagado (IT)
Mr. Gary Jay Calipayan (Budget)
Mr. Mark Lito Gallano (KPIs)
Mr. Ted Juan C. Pelino (DRRM)
Ms. Eden Dadap (Partnerships)
Ms. Flora Mae Bacus (Photos)

d) Graphic Artists Mr. Clenton Areglado
Ms. Janice Delopere
Ms. Anne Lim

Enclosure 2 to RM No. 00023, 2022

**COMPOSITION OF THE ANNUAL ACCOMPLISHMENT REPORT WITH
TERMS OF REFERENCE**

Schools Division Office

Focal Persons	Functions
Cahir - ASDS	Oversees the preparation and submission of the AAR
Vice-chair – SGOD Chief	Leads and supervises the preparation and submission of the AAR
Members:	
SEPS M&E	Spearheads the organization of the M&E reports, prepares dashboard, and ensures the inclusion of the best practices
DIO	Assists in the preparation of the report considering the milestones of the Division Office
SEPS P&R	Ensures the completeness and accuracy of the parts based on the education resource inputs/dashboard
PO	Prepares dashboard provides analysis on the KPIs
ITO	Assists in the preparation of design and layout of the AAR
Program Coordinators/Education Program Supervisors	Submits the highlights/success stories of accomplishments on the programs and projects implemented and checks on the mechanics and conventions of writing style
AO V	Provides reports on basic education resources such as teachers, learning resources, and others
HRD SEPS/EPS II	Provides reports on professional development activities conducted, trainings, and other related accomplishments

Regional Office

Focal Persons	Functions
Cahir – ARD	Oversees the preparation and submission of the AAR
Vice-chair – PPRD Chief	Leads and supervises the preparation and submission of the AAR Supervises the preparation of dashboard and analysis of KPIs
Members:	
QAD Chief	Spearheads the consolidation of the M&E reports and the preparation of dashboard and analysis on the KPIs
CLMD Chief	Spearheads the submission of the highlights/success stories of accomplishments on the programs and projects implemented and checks on the mechanics and conventions of writing style through the Language Supervisors/Specialist, and submits reports on learning resources
HRDD Chief	Submits reports relative to FD's KRAs
PAU/ICTU	Assists in the preparation of the report considering the milestones of the Regional Office, organizes materials and contents of AAR, and assists in the design and layout of the reports
FTAD	Submits reports relative to FD's KRAs
Administrative Division	Provides reports on basic education resources such as profile of teachers and other personnel
FD	Submits reports relative to FD's KRAs

Enclosure 3 to RM No. ~~000027~~ 2022

MINIMUM CONTENTS OF THE ANNUAL ACCOMPLISHMENT REPORT

Suggested Theme: Learning Continuity Amidst and Beyond the Pandemic

Page limit: 30-60 pages

Cover

10 Point Agenda

Vision, Mission, and Core Values

Our Mandate

Message

Table of Contents

Executive Summary

Basic Education Data

Highlights of Accomplishments

KPIS (ACCESS, EFFICIENCY, QUALITY

PAPs

Awards/Recognitions

Best Practices in the New Normal

Description of Innovations/Initiatives and Significant Impact

Pictorials with Description

Key Officials

Enclosure 4 to RM No. 00023, s. 2012

TEMPLATE FOR THE AWARDS/RECOGNITIONS RECEIVED AND INNOVATIONS/INITIATIVES IMPLEMENTED

(For RO FDs and SDOs)

Title of the Award/Recognition	Title of the Activity	Date Received	Award-giving Body

Title of Innovations/Initiatives	Description	Significant Impact

Best Practices in the New Normal	Description	Significant Impact

RO FDs' HIGHLIGHTS OF ACCOMPLISHMENTS PER KRA

KRAs	KRA Statement	<i>Significant accomplishments introduced in 2021 (not the regular/usual accomplishments of the division/ not the ones already introduced in the previous years)</i>
1		
2		
3		
4		
5	Unit Performance	