



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

January 5, 2023

**REGIONAL MEMORANDUM**

No. **015**, s. 2023

**PREPARATION AND SUBMISSION OF THE  
 2022 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 (SDO) personnel on the Preparation and Submission of the Fiscal Year 2022 Annual Accomplishment Report (AAR).
2. The Technical Working Group, suggested compositions of the Regional and Division AAR Committees with the Terms of Reference (TOR), contents, and the required reports from Regional Functional Divisions (RFDs) and SDOs are attached, for reference.
3. The List of National and International Awards or Recognition Received and Feature Articles of Innovations or Initiatives Implemented by RFDs and SDOs shall be submitted on or before January 19, 2023 through the link: [https://bit.ly/FY2022\\_AAR](https://bit.ly/FY2022_AAR).
4. The hard copies of the 2022 AAR of SDOs shall be submitted to the Office of the Regional Director, DepEd Regional Office VIII, Candahug, Palo, Leyte on or before February 17, 2023.
5. Immediate dissemination of and compliance with this Memorandum are desired.

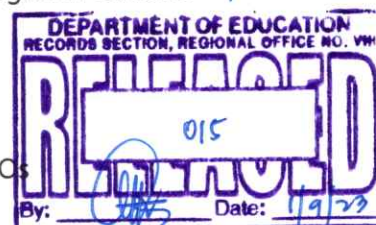
  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

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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Enclosure 1 to RM No. 015, s. 2023

## 2022 ANNUAL ACCOMPLISHMENT REPORT TECHNICAL WORKING GROUP

Oversee : Dr. Evelyn R. Fetalvero

Chairperson : Dr. Bebiano I. Sentillas

Co-chairperson: Dr. Rita R. Dimakiling

Members :

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Mr. Ariem V. Cinco

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Mr. Gary Jay N. Calipayan

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Ms. Eden A. Dadap

Ms. Flora Mae Q. Bacus

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e) Logistics and Administrative Support

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Ms. Janice C. Delopere

Ms. Epifania G. Melchor

Ms. Ed Kathelen Q. Garcia

Enclosure 2 to RM No. \_\_\_\_\_, s. 2023

**COMPOSITION OF THE 2022 ANNUAL ACCOMPLISHMENT REPORT WITH  
TERMS OF REFERENCE**

**Schools Division Office**

Focal Persons	Functions
Chair - ASDS	Oversees the preparation and submission of the AAR
Vice-chair – SGOD Chief	Leads and supervises the preparation and submission of the AAR
<b>Members:</b>	
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
Chair – 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
<b>Members:</b>	
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. \_\_\_\_\_, s. 2023

**MINIMUM CONTENTS OF THE 2022 ANNUAL ACCOMPLISHMENT REPORT**

*Suggested Theme:* Learning Recovery Amidst and Beyond the Pandemic

Page limit: 30-60 pages

Cover

Vision, Mission, and Core Values

Our Mandate

Message/Foreword

Table of Contents

Executive Summary

Basic Education Data

Highlights of Accomplishments

    KPIs (ACCESS, EFFICIENCY, QUALITY)

    PAPs

    Awards/Recognitions

    Learning Recovery Initiatives

    Innovations/Initiatives and Significant Impact

Pictorials with Description

Key Officials

Enclosure 4 to RM No. \_\_\_\_\_, s. 2023

**TEMPLATE FOR THE NATIONAL AND INTERNATIONAL  
AWARDS/RECOGNITIONS RECEIVED CY 2022**  
(Regional Functional Divisions and Schools Division Offices)

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

**CONTENTS OF THE FEATURE ARTICLE ON BANNER  
PROJECTS/INNOVATIONS/INITIATIVES IMPLEMENTED CY 2022**  
(Regional Functional Divisions)

Purpose statement/mandate of the RFD  
 Description or background of the banner projects, innovations, or initiatives implemented  
 Activities conducted  
 Significant impact  
 Ways forward

**CONTENTS OF THE FEATURE ARTICLE ON LEARNING RECOVERY INITIATIVES**  
(Schools Division Offices)

Description of the division learning recovery banner project/s  
 Description or background of the support innovations, or initiatives implemented  
 Activities conducted  
 Significant impact  
 Ways forward

**HIGHLIGHTS OF ACCOMPLISHMENTS PER KRA CY 2022**  
(Regional Functional Divisions)

KRAs	KRA Statement	<i>Significant accomplishments introduced</i>
1		
2		
3		
4	Unit Performance	