



January 6, 2020

DIVISION MEMORANDUM
 No. 005 s. 2020

SUBMISSION OF ANNUAL ACCOMPLISHMENT REPORT ON NATIONAL DRUG EDUCATION PROGRAM (NDEP) AND SEARCH FOR THE OUTSTANDING BARKADA KONTRA DROGA IMPLEMENTERS IN SECONDARY SCHOOLS FOR SCHOOL YEAR 2019-2020

To: Chief, CID and SGOD
 Legal Officer III
 All Secondary School Heads
 All Secondary NDEP Coordinators
 All Secondary BKD Advisers
 All Secondary Guidance Coordinators
 All Secondary School Nurses
 All SSG Advisers

1. In view of the Department's effort to be more innovative and vigilant in fighting the drug menace, all secondary schools are hereby directed to submit their Annual Accomplishment Report (AAR) in the implementation of the NDEP for School Year 2019-2020 on or before February 21, 2020.
2. This Office will also conduct the Division Search for Outstanding Barkada Kontra Droga and National Drug Education Program Implementers in all secondary schools for School Year 2019 – 2020 covering the period from June 2019 to February 2020.
3. It is aimed to monitor and evaluate the extent of the National Drug Education Program, recognize the efforts and best practices of the respective school chapters and to determine and prepare our entry to the regional level search for the outstanding BKD implementing schools.
4. Annual Accomplishment Report (A4 size) shall be submitted to the Records Section on or before February 21, 2020. The report shall include the Drug Prevention Activities in the implementation of NDEP. The report shall automatically serve as the official application document in the Division Search for Outstanding Barkada Kontra Droga for the School Year 2019-2020.
5. Expenses in preparation of the required documents and other incidental expenses shall be charged to school MOOE/local funds or other sources subject to the usual accounting and auditing rules and regulations.
6. The Technical Working Group will convene to evaluate the submitted Annual Accomplishment Reports and determine the top three (3) best program implementers.
7. The following will be awarded to the winners:

First Prize	P20,000.00
Second Prize	P10,000.00
Third Prize	P5,000.00



8. The NDEP/BKD Advisers and School Heads represented by the winners will likewise be given each Certificate of Recognition. Selected schools will also be given a consolation prize. Their Advisers and School Heads will receive Certificate of Participation.

9. The Annual Accomplishment Report (AAR) shall follow the provided standards and indicators below in providing means of verification (MOVs) or evidence such as pictures, reports and documents.

STANDARDS (Indicators) for NDEP/BKD Program in Secondary Schools	WEIGHT
1. Functionality of the BKD Program on Drug Abuse Prevention	10%
a. Activities and Timetable	10%
2. Coverage and Scope of the Implementation	15%
a. School-wide Implementation	10%
b. Community Involvement and Partnership	5%
3. Nature and Extent of Drug Abuse Prevention Activities Project Initiated/Implemented/Organized (Indicate number and support with documents)	30%
a. INFORMATION (Use Mass media - Print, TV/Broadcast, films, slide presentation, exhibits, etc.	10%
b. EDUCATION (Integration of drug abuse prevention concepts BKD components in classroom instruction, organizing seminar-workshops on drug abuse prevention, launching of BKD, seminars, capability building, etc.)	10%
c. INTERVENTION (Provision of guidance and counseling services, peer counseling, referral services, assistance to student-surrenderer, if any, etc.	5%
d. ALTERNATIVES (Sports/Athletics, Cultural, Income-generating, arts and crafts, religious, civic and other recreational activities)	5%
4. Extent of involvement of the following in terms of providing leadership and support in program implementation	20%
a. Students	5%
b. Teachers	5%
c. School Administrator	2%
d. Parent-Teachers Association (PTA)	2%
e. Socio-Civic/Religious Organizations	2%
f. Government Officials/Agencies	2%
g. Non-government Officials/Agencies	2%
5. Attainment of Objectives	20%
6. Monitoring and Evaluating Scheme	5%

10. Non-compliant on the submission of said reports would be tantamount to equivalent administrative sanctions.

11. For immediate and widest dissemination and strict compliance.

GLORIA B. BUYA-AO
Schools Division Superintendent