



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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Office of the Schools Division Superintendent

November 17, 2020

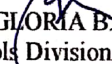
DIVISION MEMORANDUM

No. 265 s. 2020

USE OF MONTHLY ACCOMPLISHMENT REPORT TEMPLATE

TO: All Heads of Division, Sections and Units
All SDO Personnel

1. To ensure better implementation of Dep-Ed programs and projects amidst the pandemic, this office hereby issues the use of a template "Monthly Accomplishment Report" herewith attached as enclosure 1. This is to monitor and evaluate strategic alignment and to provide mechanism to ensure the gaps identified in the plan are priorities and addressed.
2. This template is crafted and designed to provide strategic direction in the performance of work as mandated by the Department specified in the OPCR/IPCR of all SDO personnel.
3. The template is to be accomplished every month ensuring that the PAPs planned are accomplished by the personnel in line with their OPCR/IPCR and other mandated programs and activities deemed necessary.
4. Accomplishments are programs and activities conducted based on PAPs as planned. Specify and quantify the accomplishments derived from implementing the programs and activities.
5. The Accomplishment Report will be submitted on the last Friday afternoon of the month to the Chief/Unit Heads for consolidation. This will be forwarded to the SDS first Monday of the following month.
6. Attached herewith is the template of the Monthly Accomplishment Report which modifies the previews Work Week Plan and Accomplishment Report as stipulated in the previous issuance and will take on December, 2020.
7. For your information, guidance and compliance.


GLORIA B. BUYA-AO
Schools Division Superintendent



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Enclosure No. 1

MONTHLY ACCOMPLISHMENT REPORT
For the Month of _____, 2020

| PPAs | Objective./s | Activities | Target | Actual Accomplishment/s |
|------|--------------|------------|--------|-------------------------|
| | | | | |

Prepared by:

Concerned Personnel

Recommending Approval: Immediate Head/Supervisor, Chiefs will review and initial before approval

Approved: SDS

Note:

- PAPs and objectives are based from the OPCR/IPCR
- Activities and targets(based from the Objective/s) must be specific
- Accomplishments and program of activities conducted based on PAPs



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