



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

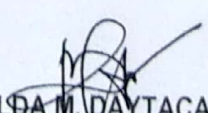
DIVISION MEMORANDUM
No. 183 s. 2021

June 3, 2021

SUBMISSION OF DAILY PLAN OF ACTIVITIES AND ACCOMPLISHMENTS OF SCHOOL HEADS

TO: CID & SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All others concerned

1. Relative to DepEd Order No. 024 series 2020, entitled: **National Adoption and Implementation of the Philippine Professional Standards for School Heads**", this Office necessitates the submission of Daily Plan of Activities and accomplishments of our school heads that will serve as a basis for providing technical assistance translating to a better delivery of basic education services to every Abrenio learner.
2. All public elementary and secondary school heads are required to submit the **DAILY PLAN OF ACTIVITIES AND ACCOMPLISHMENT REPORT, DULY ACCOMPLISHED FORM 48 AND PLAN OF ACTIVITIES FOR THE COMING MONTH** to the School Governance and Operations Division every last Friday of the month through their respective Public Schools District Supervisors and/or their Action Officers.
3. Consolidation and analysis of the said documents will be conducted by the office of the Chief Education Supervisor- School Governance and Operations Division in coordination with the Curriculum Implementation Division every 5th of the following month for the development of the Division Technical Assistance Plan for School Heads.
4. Attached are the templates to be used in consolidation and analysis of Daily Plan of Activities and accomplishments of School Heads.
5. For clarification and inquiries, please Contact Ronilo P. Garcia, Education Program supervisor of SGOD at the Office of the Chief Education Supervisor-SGOD.
6. For your reference, guidance and compliance.


BENILDA M. DAYTACA, EDD., CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Schools Division Superintendent



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Enclosure 1 to Division Memo No. _____ s. 2021

**CONSOLIDATION AND ANALYSES ON THE DAILY PLAN OF ACTIVITIES AND ACCOMPLISHMENTS OF SCHOOL HEADS
 FOR THE MONTH OF _____, 2021**

District: _____
 PSDS/Action Officer: _____

Name of School and Name of School Head	Highlights of Accomplishments										Analyses and Recommendation
	KRA 1 School Leadership Management and Operations		KRA 2 Instructional Leadership		KRA 3 Human Resources Development and Management		KRA 4 Resources and Management		KRA 5 Partnership and Management		
	Target	Accomplishment	Target	Accomplishment	Target	Accomplishment	Target	Accomplishment	Target	Accomplishment	

Prepared by: _____
 PSDS of District/Municipality or
 Action Officer of District/Municipality

Noted: _____
HEDWIG M. BELMES
 CID CHIEF

Noted: _____
LEMUEL B. DICKSON, EDD
 SGOB Chief



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Enclosure 2 to Division Memo No. _____ s. 2021

**CONSOLIDATION ON TECHNICAL ASSISTANCE TO BE EXTENDED TO SCHOOL HEADS BASED ON DAILY PLAN OF ACTIVITIES AND ACCOMPLISHMENT ANALYSES
 FOR THE MONTH OF _____, 2021**

District: _____
 PSDS/Action Officer: _____

District/Municipality	Recommended Focus of Technical Assistance					Analyses and Recommendation
	KRA 1 School Leadership Management and Operations	KRA 2 Instructional Leadership	KRA 3 Human Resources Development and Management	KRA 4 Resources and Management	KRA 5 Partnership and Management	

Prepared by: _____ Reviewed: _____

Recommending Approval: _____

RONILDO P. GARCIA Education Program Supervisor **LEMUEL B. DICKSON, EDD** SGOD-Chief **HEDWIG M. BELMES** CID-Chief **SORAYA T. FACULO, Ph.D.** Assistant Schools Division Superintendent

Approved: _____

BENILDA M. DAYTA, EDD, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent



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