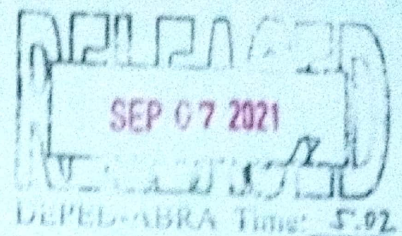




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA




Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 294 s. 2021

September 7, 2021

**PROCESS FLOW OF THE SUBMISSION OF DAILY PLAN OF ACTIVITIES
 AND ACCOMPLISHMENTS OF SCHOOL HEADS**

To: Assistant Schools Division Superintendent
 CID & SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads

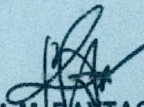
1. Relative to DepEd Order No. 24 series 2020 entitled: **National Adoption and Implementation of the Philippine Professional Standards for School Heads**, this Office necessitates the submission of Daily Plan of Activities and Accomplishment Reports of our school heads that will serve as basis for providing 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** as attachment to the **DULY ACCOMPLISHED FORM 48**. This is aside from the attachments such as IDLAR, Certificate of Appearance, Travel Orders, and pass-slips.
3. 3A. Submission of compiled DTR and complete complete attachments shall be done immediately after the DTR day per district. PSDSes or Action Officers may facilitate submission.
 3B. Upon receipt at the records section, DTRs and complete attachments shall be brought by the records section to the ASDS for approval of DTR and DPAAR.
 3C. Compiled DTRs with complete attachments shall be forwarded to the SDS for her signature.
 3D. Compiled DTRs with complete attachments shall be transmitted to the personnel section. Personnel in charge of DTRs in this section shall separate the DPAAR, compile these again by district then transmit to the SGOD chief.
 3E. SGOD chief shall facilitate the evaluation and analysis of the DPAARs in partnership with the other Division Technical Assistance Team Members.
 3F. Before the end of the month, SGOD chief shall submit to the SDS consolidated evaluation and analysis of the DPAAR as well as recommendations raised by the Division Technical Assistance Team for consideration or appropriate action.
 3G. The flow of submission and approval up to the evaluation and analysis of DPAARs is hereby enclosed for a more streamlined process (enclosure 1).
4. The revised templates of the DPAAR and Consolidation/Analysis are also attached (enclosures 2 & 3). 





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5. This Division Memorandum shall take effect immediately upon approval. All other existing Division Orders and/or Memoranda inconsistent with this Memorandum are superseded and are therefore deemed rescinded.
6. Immediate dissemination of and strict compliance with this Memo is directed.


BENILDA M. DANTACA, EDD., CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

OSDS/BMD/tp/ SUBMISSION OF DPA

