



Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM:

No.: **103-2016**

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
All Division Planning and Research Section Staff
All Division Human Resource Development Section Staff
All Division Education Facilities Section Staff

From: 
ELLEN B. DONATO, Ed.D., CESO III
Regional Director *pu*

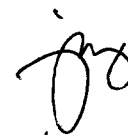
Date: April 12, 2016

RELEASED
APR 12 2016
BC
DEPED-CAR Time: 4:30

Subject: **ADOPTION OF THE TEMPLATES AND TIMELINES FOR THE SUBMISSION OF EDUCATIONAL PLANNING AND RESEARCH REPORTS**

1. Relative to the two-day Coordination Meeting of Division Planning Officers (DPOs) and Senior Education Program Specialists (SEPS) for Planning and Research conducted by the Policy, Planning, and Research Division (PPRD) held at the Riverview Water Park, Asin, Tuba, Benguet on April 6-7, 2016, this Office encourages the adoption of the attached Enclosures for the submission of reports on educational planning and research purposes as agreed upon during the said meeting until further notice.
2. All Planning, Policy, and Research Reports shall be submitted to the Policy, Planning, and Research Division (PPRD), this Office in legal size (8 ½" X 14") coupon bond, and font Calibri 11.
3. All Planning, Policy, and Research Reports shall be submitted in hard and soft copies. Hard copies shall be duly signed by the Head of Office and shall be submitted to the PPRD through the Records Section. Soft copies in E-Excel Format (unless specified) shall be emailed to rpucar@yahoo.com copy furnish janet.ambucay@deped.gov.ph.
4. Specific instructions on the filling-in of the Budget Accountability Report 1 (BAR 1) and Budget Execution Document 2 (BED 2) were indicated in the non-printable areas of the respective Templates.
5. The Average or Better scores in the National Achievement Test (NAT) shall be based from the Quartile Distribution Table provided by the NETRC.
6. For information, guidance, and compliance.

Enclosures: As stated


PPRD attachments taken