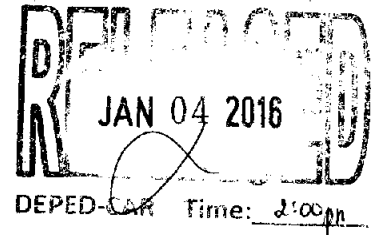


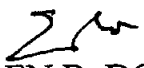


Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



MEMORANDUM

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL CHIEFS OF DIVISIONS AND HEADS OF UNITS

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

Date: 21 DECEMBER 2015

Subject: **SUBMISSION OF 2015 ANNUAL REPORTS AND
2016 ACTION PLANS**

All Annual Reports for FY 2015 and Action Plans for 2016 shall be submitted to this Office c/o of the Policy, Planning, and Research Division (PPRD), on or before January 31, 2016. A soft copy shall also be submitted via e-mail to rpucar@yahoo.com.

Annual Reports from the secondary schools shall be incorporated in the reports of the schools divisions, thus they should be submitted to the Division Office.

The usual format of the Annual Report and Action Plan shall be followed, copies attached.

For strict compliance.

ANNUAL REPORT FORMAT

Title Page

Table of Contents

Introduction

Vision/Mission

Mandate

Core Values

Organizational Structure

Key Performance Indicators: (target versus actual)

 Access

 Participation Rate

 Efficiency

 Cohort Survival Rate

 Completion Rate

 Retention Rate

 Repetition Rate

 Transition Rate

 Failure Rate

 Dropout Rate

 School Leaver Rate

 Promotion Rate

 Quality

 National Achievement Rate

Highlights of Accomplishments: (by Major Final Output)

MFO 1 – BASIC EDUCATION SERVICES:

MFO 1-A – Kindergarten and Elementary Education

 MFO 1-A-1 - Public Pre-Elementary Education (Kindergarten)

- Enrolment (target versus actual and/or beginning of SY enrolment versus end of the SY enrolment, and/or comparison of two school years)
- Graduates (target versus actual and/or comparison of two school years)
- Nutritional Status (beginning versus end of SY)
- Programs/Projects for Pre-Elementary
- Others

 MFO 1-A-2 – Public Elementary Education

- Enrolment (target versus actual and/or beginning of SY enrolment versus end of the SY enrolment, and/or comparison of two school years)
- School age enrolment
- Graduates (target versus actual and/or comparison of two school years)
- Nutritional Status (beginning versus end of SY)
- Programs/Projects for Elementary
- Others

MFO 1-A-3 – Public Secondary Education

- Enrolment (target versus actual and/or beginning of SY enrolment versus end of the SY enrolment, and/or comparison of two school years)
 - o Regular high schools
 - o Tech-Voc schools
- School age enrolment
- Graduates (target versus actual and/or comparison of two school years)
- Nutritional Status (beginning versus end of SY)
- Programs/Projects for Secondary
- Others

MFO 1-A-4 – Alternative Learning System

- Enrolment/Learners and Completers
- Accreditation and Equivalency (A & E) Test
 - o Test takers and Passers
 - Elementary
 - Secondary
- Other Programs and Projects for ALS

MFO 1-A-5 – Others Learners:

- SPED Enrolment (Pre-Elementary, Elementary, Secondary)
- Enrolment of Indigenous Peoples in Public Schools (Pre-Elementary, Elementary, Secondary)
- Muslim Enrolment in Public Schools (Pre-Elementary, Elementary, Secondary)
- Programs and Projects for Other Learners
- Others

MFO 2 – BASIC EDUCATION GOVERNANCE:

Status of Basic Education Resources:

A. Schools:

- number of schools
 - o Kindergarten (public, private)
 - o primary (complete, incomplete)
 - o elementary
 - complete, incomplete
 - monograde, multigrade
 - regular, SPED
 - secondary (public, private) - main, annexes, tech-voc

B. School Sites

C. Teaching and Non-Teaching Personnel

- number of teaching and non-teaching personnel and other staff
 - o kindergarten
 - o elementary
 - o secondary

D. Classrooms, School Furniture, and Textbooks

- number of classrooms
 - o kindergarten
 - o elementary
 - o secondary
- school furniture (desks/arm chairs)
 - o kindergarten
 - o elementary
 - o secondary
- textbooks
 - o kindergarten (by subject, by grade level)
 - o elementary (by subject, by grade level)
 - o secondary (by subject, by year level)

E. Other Resources

MFO 3 – REGULATORY AND DEVELOPMENT SERVICES:

A. Private Schools:

- Number of private schools with:
 - o Permit to Operate (Pre-Elementary, Elementary, Secondary)
 - o Recognition (Pre-Elementary, Elementary, Secondary)
 - o Accreditation (Pre-Elementary, Elementary, Secondary)
 - o Not registered (No Permit, No Recognition/Accreditation)
 - o Others (Papers On Process)
- Enrolment in private schools (Pre-Elementary, Elementary, Secondary)

B. GASTPE Services

- a. Education Service Contracting (ESC) Grantees (by year level)
- b. Education Voucher System (EVS) Grantees (by year level)
- c. Teacher Salary Subsidy (TSS)

C. Accreditation Program for Public and Private Schools

D. Awards, Recognition, and Other Honors Received

E. Seminars, Trainings, Conferences, Workshops, Festivals, and Competitions Conducted

F. Seminars, Trainings, Conferences, Workshops, Festivals, and Competitions Attended

PICTORIALS

