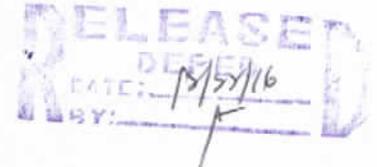




Department of Education
Region I
SCHOOLS DIVISION OFFICE
Dagupan City



Division Memorandum No. 227, s. 2016



TO: Heads, Public Elementary and Secondary Schools
Public Schools District Supervisors
Education Program Supervisors

FROM: *FJB*
FROSERFINA J. BRAVO
Schools Division Superintendent

DATE: December 22, 2016

SUBJECT: Submission of 2016 Year-end School Accomplishment Report and Enhanced SIP

1. Alongside the preparation of our Division Annual Accomplishment Report, you are hereby requested to submit your 2016 Year-end Accomplishment Report of your respective schools (*for school heads*) and subjects/areas/programs and projects (*for Education Program Supervisors*), and the final copy of the Enhanced SIP on December 28, 2016 at the SGOD (Attn: Ms. Joann L. Jimenez, Planning Officer).
2. Each school is required to submit two (2) copies for each of the abovementioned documents.
3. In addition, the softcopy of the 2016 Year-end Accomplishment Report should be emailed to dagupan.planning@gmail.com.
4. The template for the accomplishment report is herewith attached.
5. Please be guided accordingly.



2016 School Year-End Report Template

SUBMISSION REQUIREMENTS:



- **Paper**
Use clean, good quality size A4 (8 .27" x 11.69") white paper, one side only.
- **Margins**
Leave margins of your paper (2.5 cm) at the top, bottom, left and right sides of each and every page. 1" is about 10 typed spaces. Exception is made for page numbers which are placed 1/2" (1.25 cm) from the top upper-right hand corner, flushed to the right margin.
- **Numbering Pages and Paragraphs**
Number your pages consecutively throughout the report in the upper right hand corner
- **Font**
Times New Roman 12"

I. DepEd Vision Mission
 II. School Officials, Teachers & Staff SY 2016-2017 (with pictures)
 III. Highlights of Accomplishments
 a. Status of Basic Education Resources

DepED DAGUPAN

Resources	Actual	Requirement	Excess	Shortage
Teachers				
1. Kindergarten				
2. Primary				
3. Intermediate				
Classroom				
School Furniture (seating)				
WATSAN				

Textbook Inventory

GRADE	TITLE/DESCRIPTION TEXTBOOK	QUANTITY	Total Enrollment	Books Needed	Excess
GRADE I					
GRADE VI					

School Building Inventory

Building Number/Name	Room Number	Room Condition	Actual Usage

b. Key Performance Indicators

DepED DAGUPAN

Performance Indicators	SY 2015-2016	SY 2016-2017
Enrolment		
a. Kindergarten		
b. Elementary		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
TOTAL		
Drop Out Rate		
Repetition Rate		
Completion Rate		
LAPG GR. 3 - MPS		
NAT GR. 6 - MPS		

c. Activities and Tasks

1. INSETS (with pictures per activity at least 2 to 5 pictures w/ caption)

School Level	# of Teachers Trained	Date	Venue

Division Level	# of Teachers Trained	Date	Venue

Regional Level	# of Teachers Trained	Date	Venue

International Level	# of Teachers Trained	Date	Venue

2. Awards Received (with pictures per activity at least 2 to 5 pictures w/ caption)

Awards Received	Awardees	Level (Regional/National/International)
A. Pupils' Category		
A. Teachers' Category		

3. Research (with pictures per research at least 2 to 5 pictures w/ caption)

Name of Researcher	Position	Subject Handled	Title of the Research

4. Other Programs/Projects/Activities (School Initiatives/ GOs/ NGOs assisted, Locally Funded)
(with pictures per activity at least 2 to 5 pictures w/ caption)

Nature of Donation (cash or in kind)	Name of Donor/s	Program/Project/Activity	Amount

- Brigada Eskwela 2015
- School-Based Feeding Program
- Pagsasarili Program (Gulayan sa Paaralan)
- Locally Funded Program
- Other Stakeholders

ITEM/S OR MATERIALS	QUANTITY	DATE RECEIVED	NAME OF DONORS	ASSUMED COSTS OF ITEMS	
				PER UNIT	TOTAL