



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

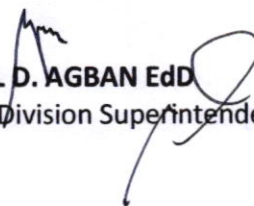
February 3, 2022

Division Memorandum
No. 027 s. 2022

Preparation of the 2021 Annual Accomplishment Report (AAR)

TO : Assistant Schools Division Superintendent
CID & SGOD Chiefs
EPSs, Unit/Section Heads
All Others Concerned

1. This Office, through the Planning and Research Unit, enjoins all concerned personnel on the **Preparation of the 2021 Annual Accomplishment Report (AAR)** that will be conducted on **February 14-15, 2022** at the Library Hub, DepEd, Division Office, Catarman, Northern Samar.
2. This aims to prepare and layout the 2021 Annual Accomplishment Report
3. Attached is the list of the participants.
4. Accommodation, meals and snacks are chargeable to HRTD funds while the travel expenses and other incidental allowance shall be taken from the school local fund subject to usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as Travel Order.
6. Immediate dissemination of this Memorandum is desired.


RAUL D. AGBAN EDD
Schools Division Superintendent



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COMPOSITION OF THE ANNUAL ACCOMPLISHMENT REPORT WITH TERMS OF REFERENCE

FOCAL PERSONS	FUNCTIONS
Crista Joy Abogadie-Torbilla, ASDS, Chair	Oversees the preparation and submission of the AAR
Noe M. Hermosilla, SGOD, Chief, Vice Chair	Leads and supervises the preparation and submission of the AAR
Members	
Merlita Fajardo, SEPS M&E	Spearheads the organization of the M&E reports, prepares dashboard, and ensures the inclusion of the best practices
Roberto T. Orias, SEPS P&R	Ensures the completeness and accuracy of the parts base don the education resource inputs/dashboard
Jocelyn Acebuche, PO III	Prepares dashboard that provides the analysis on the KPIs
ITO	Assists in the preparation of the design and layout of the AAR
Program Coordinators/ EPS	Submits the highlights/success stories of accomplishments on the programs and projects implemented and checks on the mechanics and conventions of writing style
Michelle Caguimbal, AO V	Provides reports on basic education resources such as teachers, learning resources, and others
Peter Bobiles, HRD EPS II	Provides reports on professional development activities conducted, trainings, and other related accomplishments; writes the executive summary
Loudrin Lim	Assist in the preparation of the design and layout of the AAR
Markjil Abayon	
Andrew Palloc, staff	