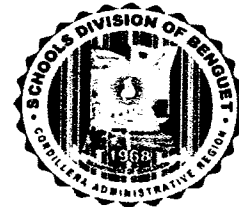




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601
Telefax: (074) 422-6570; (074) 422-7501; 422-3790;

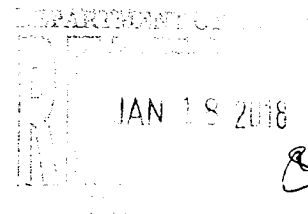



January 16, 2018

Division Memorandum

No. 21 s. 2018

To: OSDS, CID & SGOD unit/section heads
Lead Elementary School Principals per District
Lead Secondary School Principals per District
ALS District Coordinators
Private Schools Association Representatives



From: 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

Subject: Conduct of Special SDO Management Committee Conference

1. A 2 day Special SDO Management Committee Conference will be conducted on January 22 to 23, 2018 at SDO Adivay Hall, Wangal La Trinidad, Benguet.
2. The agenda of the conference are the following;
 - a. Assess accomplishments vis a vis targets from the different school districts.
 - b. SDO 2017 Annual Accomplishment prepared
 - c. Teacher item needs and facilities by district analyzed
 - d. CY 2018 Annual Implementation Plan prepared
 - e. Updated on current issues (CY 2019 AIP, Closing & graduation rites)
3. Following are the participants to this conference.

Core Management Team	10
EPS – CID & SGOD	11
PSDS/District in-Charge	14
Lead Elementary School Principal/ district	14
Lead Secondary School Principal/district	14
District ALS Coordinators	14
SGOD: SEPS (4), Engineer (1), SHS(1) Secretariat(2)	8
Supply Officer, Cashier, Records, Personnel <i>officer</i>	4
Private Schools Association representative	2
Total	91

4. Districts are requested to bring with them the following;
 - a. Consolidated District Accomplishment Report using the Data Gathering Tool
 - b. Plan for CY 2018 and 2019.
 - c. *laptop*
5. PSDS are expected to present a power presentation of their District 2017 major accomplishments and district 2018 Plans. Attached to this Memorandum is the reporting template for your reference.
6. For information and compliance of all concerned.

B. Fiscal Accomplishment

1. School MOOE

Utilization (PPA)	Total Amount Received	Total Amount disbursed	Difference	Remarks

2. Other Fund source (LGU, Canteen, Etc .)

Utilization (PPA)	Total Amount Received	Total Amount disbursed	Fund Source	Remarks

C. Issues, Concerns, and problems (remained unresolved at the District level)

Nature of ICPs	Present status/situation	Nature of Technical Assistance Needed	Resources Needed	Recommendation/s

D. Plans for 2018

Program/Project/ Activities

Note: For enhancement purposes, reports may be backed with photos and data or documents if deemed necessary. Detailed data from the dsitric accomplishment report will not be reported instead used for the SDO Accomplishment Report.

Schools Division Office of Benguet Management Committee Conference
January 22-23, 2018, Adivay Hall, SDO Benguet Wangal La Trinidad

Schools District Reporting Template

A. Physical Accomplishment

a. Performance Indicators:

a.1. School Leavers

Grade Level	Male	Female	Total	Validated reason/s for leaving the school
Elementary (k-6)				
Junior High School				
Senior High School				
TOTAL				

a. 2 Failures

Subject Area	Elementary	Junior High School	Senior High School	Remarks

b. Commendable and Replicable Practices (Innovations, research, projects, concepts)

Commendable and Replicable Practices	Author, proponent (group /individual)	Utilization of Practice	Result/Impact	Remarks

DATA GATHERING TOOL FOR DISTRICT ACCOMPLISHMENT REPORT

DISTRICT: _____

Note: Write "NA" in the space if the data is not applicable and "None" if data is not available.

I) OUTCOME I- ACCESS

A) No. of Schools in the Schools Divisions (___ Quarter of the CY)

Table A.1. Number Elementary Schools

Type of School	Complete Elementary (K to G6)			Incomplete Elementary				TOTAL
	Mono-grade	Multi-grade	Sub Total	Primary Complete (K to G4)	Primary Incomplete	Primary Multi-Grade	Sub Total	
PUBLIC								
PRIVATE								
TOTAL								

Table A.2. Number of Junior and Senior High Schools

Type of School	Schools Offering Junior High School		Schools Offering Senior High School		Integrated School (Elementary and Secondary)	Total
	Complete JHS (inc TVT)	Incomplete JHS	Integrated SHS	Standalone SHS		
PUBLIC						
PRIVATE						
TOTAL						

B) Early Registration and Enrolment

Table B.1. Early Registration (1st Quarter)

Grade Level	Regular			Regular			With Special Needs			4P's Beneficiaries		
	M	F	T	M	F	T	M	F	T	M	F	T
Kinder												
Grade 1												
Grade 7												
Grade 11												
Total												

Table B.2. School Age Enrolment (3rd quarter and 4th quarter)

Type of School	Regular Classes/Sections									Special Programs (SSES,STE,SPJ,SPS,etc.)			Total		
	Kindergarten			G1-G6			G7-G10			M	F	T	M	F	T
	M	F	T	M	F	T	M	F	T						
Private															
Public															

Table B.3. Non-School Age Enrolment (3rd quarter and 4th quarter)

Type of School	Regular Classes/Sections									Special Programs (SSES,STE,SPJ,SPS,etc.)			Total		
	Kindergarten			G1-G6			G7-G10			M	F	T	M	F	T
	M	F	T	M	F	T	M	F	T						
Private															
Public															

Table B.4. Public Senior High School (2nd and 3rd quarter)

Academic			Sports			Arts & Design			Tech-Voc & Livelihood						Total						
GAS			ABM			STEM			HUMSS			AFA		IA		HE		ICT			
M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	

Table B.5. Private Senior High School (2nd and 3rd Quarter)

Academic			Sports			Arts & Design			Tech-Voc & Livelihood						Total						
GAS			ABM			STEM			HUMSS			AFA		IA		HE		ICT			
M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	

Table B.6. Alternative Learning System (ALS) Enrolment (All Quarters)
B.6.1. DEPED Procured

Programs/Strategies													
BLP			A&E								Livelihood Skills		
			Elementary				Secondary						
MT	DALC	ABOT-ALAM	MT	DALC	ABOT-ALAM	BP-OSA	MT	DALC	ABOT-ALAM	BP-OSA	MT	DALC	BP-OSA

B.6.2. NON-DEPED Procured

ALS Programs/Strategies							
BLP		A&E				Livelihood Skills	
		Elementary		Secondary			
GOs	NGOs	GOs	NGOs	GOs	NGOs	GOs	NGOs

II) OUTCOME 2- QUALITY AND RELEVANCE

Table A.1. Graduation rate (GR), Moving up and National Certificate (NC) received by Students (3rd Q)

Type of School	Grade 6		Grade 10		No. of NC Holders	
	# of enrollees	# of completers	# of enrollees	# of completers	NC 1	NC 2
Public						
Private						
Total						

Table A.2. 2016 NAT and LAPG Results (4th Quarter)

Type Test	No. of Schools by Performance											
	Poor (1-25%)			Lower Ave. (26-50%)			Upper Average (51-75%)			Superior (76-100%)		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
NAT 6 (7)												
NAT 9 (10)												
LAPG												

Table B.1. ALS completers and passers- DepEd Procured (All Quarters)

A&E Passers								BLP and Skills Completers							
Elementary				Secondary				Elementary				Secondary			
MT	DALC	BP-OSA	ABOT-ALAM	MT	DALC	BP-OSA	ABOT-ALAM	MT	DALC	BP-OSA	ABOT-ALAM	MT	DALC	BP-OSA	ABOT-ALAM

Table B.2. ALS completers and passers- Non-DepEd Procured (All Quarters)

A&E Passers				BLP and Skills Completers			
Elementary		Secondary		Elementary		Secondary	
GOs	NGOs	GOs	NGOs	GOs	NGOs	GOs	NGOs

Table C. Number of Failures in Public School for the _____ Grading Period (All Quarters)

Grade Level	Filipino	English	Science	Mathematics	TLE	MAPEH	Aral. Pan	E.P
Kinder								
Grade 1								
Grade 2								
Grade 3								
Grade 4								
Grade 5								
Grade 6								
Grade 7								
Grade 8								
Grade 9								
Grade 10								
Grade 11								
Grade 12								

Table D. PARDO, SARDO and Dropout (All Quarters) – all quarters

Grade Level	PARDOs				Dropout Elementary				SARDOs				Dropout Secondary			
	M	F	T	%	M	F	T	%	M	F	T	%	M	F	T	%
Kinder																
Grade 1																
Grade 2																
Grade 3																
Grade 4																
Grade 5																
Grade 6																
Grade 7																
Grade 8																
Grade 9																
Grade 10																
Grade 11																

Table E. Causes of Failures and Dropouts (All Quarters) – all quarters

Causes of Failures and Dropouts	Number of Schools		Total
	Elementary	Secondary	
Community related			
- No/Ordinance not implemented			
- Others (specify)			
School related			
- Teacher/ school personnel			
- Classroom			
- Others (specify)			
Peer related			
Family related			
Health related			
Pregnancy			
Child abuse			
Others			

Table F.1. Number of Instructional Materials Developed (Cumulative to date of reporting) - all quarters

Type of IM	Number of IM Developed
Small Books	
Big Books	
SIM	
Other IMs	
Total	

Please attach specifications of IMs following the format below:

Title of IM/Project	Type of IM (e.g. Big book, activity sheet, etc.)	Level of Submission to Review Committee (check)			
		School	District	Division	Region

Table F.2. Contextualized, Quality assured and Utilized Learning Resources (Cumulative to date)- all quarters

Title/Subject Area/Grade level (e.g. Filipino 1, EP 7, etc.)	Type of IM (e.g. Big book, activity sheet, etc.)	Status (write quantity under each level)			
		Contextualized	Quality Assured	Utilized by the proponent	Utilized by other schools or Districts

Table G. Researches (cumulative to date)- all quarters

Title of Research	Type of Research (e.g. Basic, Action, etc.)	Status			
		Proposal Approved	Started Implementation	Implemented but no PCR yet	Completion report submitted

Table H. ICT Status (cumulative to date of reporting) - all quarters

H.1. Internet Connectivity

No. of Elementary Schools		No. of Secondary Schools		Remarks
Internet Connectivity	With No	Internet Connectivity	With No	

H.2. Number of Functional DCP Package

DCP Batch	Number of Functional DCP Package	No. of non- functional DCP	Remarks

Types of Computer	Source				
	LGU/SEF	PTA	Private Donations	Other Government Agencies	Others
Desktop					
Laptop/Netbook					
Projectors					
Thin Client					

Table I. Physical facilities. No. of schools with available functional Physical facilities (cumulative to date of Reporting) – all quarters

Description	Elementary		Secondary	
	Permanent	Makeshift/ Temporary	Permanent	Makeshift/ Temporary
1. Academic Classrooms				
2. Laboratory Rooms				
a. Science laboratory				
b. Computer Laboratory				
c. Home Economics laboratory				
d. Industrial Arts laboratory				
e. Agricultural Arts laboratory				
f. Fisheries laboratory				
3. Audio-visual room				
4. Faculty room				
5. Principal's office				
6. Library				
7. Clinic				
9. Canteen				
10. Comfort rooms				
Male: Urinals				
Bowls				
Female: Urinals				
Bowls				
11. Water Supply Source				
Piped from local service provider				
Water well/shallow				
Natural source (spring)				
Rain catchment				
Other source/s				
12. Furniture:	Good Condition	Needs Repair	Good Condition	Needs repair

Arm chairs			
Desks			
Teachers table			
Laboratory/library tables			
Laboratory/library chairs/stools			
Laboratory/library cabinets/shelves			

Table J. Health and Nutrition Programs (cumulative to date of reporting) – all quarters

PPAs	Target	Actual	% of Accomplishment
1. Health concerns integrated in SIP/AiP	All schools		
2. No. of T/NTP undergone Annual Examination	All Personnel		
3. No. of pupils/students physically assessed	K- Grade 12		
4. No. of pupils/students dewormed	K- Grade 12		
5. No. of pupils undergone vision screening	K- G3		
6. No. of pupils/students vaccinated MR TD	Grades 1 & 7		
11. Presence of sanitary waste and garbage disposal	All schools		
12. Operation and maintenance of sanitation facilities			
14. Presence of the ff: a. Data on Pupils' Health status b. Teaching/NTP Health Status	All schools		
15. No. of Schools that celebrated: a. Dental health week b. Oral health month c. National hand washing day d. World AIDS Day e. Rabies month f. World rabies day g. Drug abuse prevention week h. Anti-dengue activities	All schools		
16. Other PPAs a. Essential health care package b. Adolescent reproductive health c. School based AIDS education program d. National Drug Education program e. Oral Health Education program f. Gulayan sa paaralan program	All schools		
17. Linkages/partnerships with other GOs and NGOs on health related activities	All schools		

Table I. No. of Teachers teaching subject/s which are not their specialization/major (for JHS and SHS) all quarters

Regular permanent	LGU paid	NGO	Other employment status	Total

III.) OUTCOME 3-GOVERNANCE OF BASIC EDUCATION

Table A. SBM Implementation (All quarters)

No Schools with the ff:	Elem	Sec
School Report Card		
SIP		
AIP		
SBM Level		

- Developing				
- Maturing				
- Advanced				
SLAC				
SGCs				
PTA				
Council of Elders				
No of TA provided				
1. w/ TA Plan				
2. w/o TA Plan				

Table B. Policies (Please attach copies of policies.) - All quarters

Number of Policies Contextualized	Number of Policies Recommended

Table C.1. Significant Accomplishments, facilitating Factors and Lessons Learned (All quarters)

Significant Accomplishment	Facilitating factors	Lessons learned

Table C.2. Hindering factors, ICGPs and Proposed Interventions (all quarters)

Hindering Factors	ICGPs	Proposed Interventions

Table D. Significant Recognitions and Awards Received by School, School Organizations, Individual Personnel and Learners (received within the reporting quarter)- All quarters

Level	Nature/Title of Award/Recognitions	Recipient of the Award	Date Received	Venue	Sponsoring Office/agency
Division					
Regional					
National					

Table E. Partnerships and Linkages – All quarters

Donations and Utilization (please attach detailed report following the format below)

	Number of Donors		Number of Recipient Schools		Total Amount (approximate value for in kind)
Cash					
Kind					
Cash					
Donor	Recipient	Amount	Date Received	Purpose	Documentation (e.g. MOA, Acknowledgement receipt, etc.)
Kind					
Donor	Item/Description of Donation	Date Received	Purpose	Documentation e.g. MOA, Acknowledgement receipt, etc.)	

Table D. Number of Resolutions, MOA/MOU, Project proposals submitted (All quarters)

Nature of Request letter/resolution/proposal	Partner Agency	Action Taken	Remarks

Table E. Division INSET Conducted for Teaching and Non-Teaching Personnel including GAD activities. (All Q)

Title of Training	Date	Venue	No. of Participants	Sponsoring Agency

Table F. Number of Promoted Personnel (All quarters)

Nature of Promotion	Nature of Promotion		Total
	Reclassification	Equivalent Record Form (ERF) (Teacher 1-3)	
Natural Vacancy			

Table G. Deployment of Teaching, Teaching-related and Non-Teaching Personnel (All quarters)

G.1. New Extension Positions Elementary and JHS

	Allocation				Filled				Unfilled				Remarks	
	T-1	HT	SP	NT	T-1	HT	SP	NT	T-1	HT	SP	NT		
Elem														
Sec.														
Total														

T1- Teacher 1, HT- Head Teacher, SP- School Principal, NT- Non Teaching

G.2. New Extension Positions- Senior High School

	Allocation					Filled					Unfilled					Remarks	
	T1-3	MT1 &2	ASP	SP	NT	T1-3	MT1 &2	ASP	SP	NT	T1-3	MT1 &2	ASP	SP	NT		SN 2

T1-3-Teacher 1-3, MT1&2- Master Teacher 1&2, ASP- Asst. School Principal, SP- School Principal
NT- Non Teaching SN2- School Nurse 2

G.3. Unfilled Natural Vacancies (Vacated due to promotion, retirement, resignation, death, dismissal and other forms of separation from service)

Cluster of Positions	No. of Vacant Positions (Quantity)	Remarks/status
Teaching positions (T1-3 & MT 1-2)		
Head Teacher 1-6		
School Principal 1-4		
Public Schools District Supervisor (PSDS)		
Education Program Supervisor (EPS)		
Chief Education Supervisor (CES)		
Non-Teaching positions		
TOTAL		

Table H. IPED Roadmap Accomplishment (All quarters)

No. of Target activities for the Quarter	Actual accomplishment for the quarter	% of accomplishment	Remarks

Table I. Resource Support-Finance

I.1. Status of MOOE Downloading and Liquidation as of _____

Particulars	Amount	Percentage
MOOE ALLOCATION		
A. Annual MOOE Allocation for Downloading		
B. Additional MOOE Allocation for downloading during the quarter	XXX	%
C. Adjusted MOOE for Downloading (A+B)	XXX	%
D. MOOE Downloaded to date (last quarter)	XXX	100%
E. MOOE Downloaded this quarter	XXX	% (D/C)
F. Total MOOE Downloaded to date this quarter (D+E)	XXX	% (E/C)
	XXX	% (F/C)
LIQUIDATION STATUS		
G. Liquidation to date, last quarter (January to last reporting quarter)	XXX	% (G/C)
H. Liquidation this quarter	XXX	% (H/C)

1. Liquidation to date this quarter (G+H)	XXX	% (I/C)
NUMBER OF SCHOOLS:		
90% to 100% Liquidation (Excellent)	XX	%
75% to 89% Liquidation (Above Average)	XX	%
50% to 74% Liquidation (Average)	XX	%
49% and Below Liquidation (Slow)	XX	%
TOTAL		100%

Reasons for High Liquidation:

Reasons for slow Liquidation:

Recommendation:

I.2. Consolidated Status of Allotment and Obligations as of

Allotment Class	Total Adjusted Allotment to Date	Total Obligations Incurred to Date Last quarter	Percentage	Obligations Incurred this Quarter	Percentage	Obligations Incurred to date this Quarter	Percentage
(A)	(B)	(C)	D (C/B))	(E)	(F(D/B))	(G(C+E))	(H(G/B))

Reasons for Slow Obligations Incurred:

Reasons for High Obligations Incurred:

Recommendations:

Table J. No. of Administrative and Criminal Case/s filed against DepEd Personnel in other Courts/agencies other than DepEd or CSC (All quarters)

Nature of case	Court/Agency the case was filed e.g MTC, Ombudsman, etc.	Recent Status/Progress

Table K. Status of school site

School	Status (eg.titled, tax dec,pres'l proclamation)	Remarks