

Republic of the Philippines

Department of Education

Schools Division of Benguet

March 08, 2021

DIVISION MEMORANDUM

No: 80 s. 2021

Subject:

SUBMISSION OF QUARTERLY REPORTS

MAR 1 0 2021
RELEASED

To:

CID and SGOD Chief Education Supervisors

Education Program Supervisors
Public Schools District Supervisors

All School Heads

SDO Employees Concerned

- 1. Pursuant to Regional Memorandum No. 079 s. 2021 and RA No. 9155 or the Governance of Basic Education Act of 2001 and DepED Order 83 s 2021, re: Implementing Guidelines on the Revised School Based Management (SBM) Framework, Assessment Processes and Tool (APAT) and guide the schools in the assessment of their management level of practices, The Division Office through School Management Monitoring and Evaluation (SMME) requests the School Heads, Public Schools Division Supervisors, Education Program Supervisors and Functional Unit/Section Heads to submit the following forms for the Calendar Year 2021.
- 2. School heads/ Section Heads shall submit the required forms to the District heads/Division Heads and the district heads/division heads shall forward to SMME for consolidation.
- 3. Schedule of submission is as follows:

Reports	Person-in-Charge	1 st	2 nd	3 rd	4 th Quarter
		Quarter	Quarter	Quarter	
Form 1- List of	A. School Heads to	March	April 5	June 25	September
Issues/Hindering	PSDSs/CPs	10			30
Factors	B. Unit Heads to				
	Division Heads				
	District Heads to SDO-	March	April	July 02	October 07
	SMME	12	12		
	A. School Heads to	March	April 5	June 25	September
	PSDSs/CPs	5			30



Address: Wangal, La Trinidad, Benguet Telephone Number: (074) 422-6570 Email: benguet@deped.gov.ph Facebook Page: DepEd Tayo Benguet





Enclosure:

Form 1 - List of Issues/Hindering Factors

School/ Section	District/ Division	Name of School Head/ Section Head	Issues/ Concerns	Hindering Factors	Categories/ Areas of Indicators	Possible Solution	Technical Assistance Provided

Form 2 - Technical Assistance/ Intervention Plan

School/ Section	District/ Division	Name of School Head/ Section Head	Issues/ Concerns/ Hindering Factors	Objectives	TA Programs/ Activities	Physical Date	Target Date of Implementation	Persn/s/ Office Involved	Output

Form 3 - Quarterly/ Annual Accomplishment Reports

School/ Section	District/ Division	Name of School Head/ Section	TA Programs/ Activities	Objectives	Physical Accomplishments					Persons Involved	Remarks
		Head	_		Target	Actual	Target	Actual			
		-								<u> </u>	
	 										
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Form 4- Catch Up Plan/ Adjustment Plan

School/ Section	District/Division	Name of School Head/ Section Head	Program and Interventions	Focus Area	Backlogs	Factors Causing the Problem	Strategic Planning/ Formulation of Key Strategies	Processing Suggested Strategies to Close Gaps to Achieve Targets	Resources Needed
									



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Form 2- Technical	B. Unit Heads to				
Assistance/Intervention	Division Heads				
Plan	District Heads to SDO-	March	April	July 02	October 07
	SMME	12	12		
Form 3- Quarterly	A. School Heads to	April 5	June	Sept 30	December
Completion/	PSDSs/CPs		25		28
Accomplishment	B. Unit Heads to				
Report	Division Heads				
	District Heads to SDO-	April	July 2	October	Jan 05,
	SMME	12		7	2022
Form 4-Quarterly	A. School Heads to	April 5	June	Sept 30	Dec 28
Catch-up Plan	PSDSs/CPs		25		
	B. Unit Heads to				
	Division Heads				
	District Heads to SDO-	April	July 2	Oct 07	Jan 05,
	SMME	12			2022

- 4. Reports must follow the attached templates. You can also submit your report on gsheet with the link: https://docs.google.com/spreadsheets/d/1-6mB_1RcTKEf9-wBKGH9_BK5h4Kjj19zXmhurCFkkKI/edit#gid=471008001
- 5. For inquiries, you may contact SMME Personnel- <u>corazon.quipot@deped.gov.ph</u> and <u>joven.agtani@deped.gov.ph</u>.
- 6. Immediate dissemination and strict compliance of this memorandum is desired.

GLORIA B. BUYA-AO/ Schools Division Superintendent







