



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong



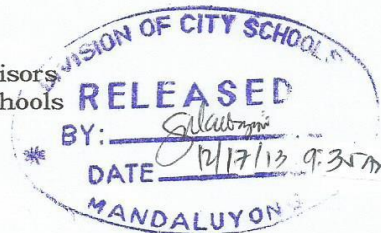
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**MEMORANDUM**

TO: OIC, Asst. Schools Division Superintendent  
Education Program Supervisors/District Supervisors  
Principals, Public Elementary and Secondary Schools

Subject: **2013 ANNUAL ACCOMPLISHMENT REPORT**

Date: December 13, 2013




To highlight the accomplishments of schools for Calendar Year 2013, each school is advised to submit its **2013 Annual Accomplishment Report** on or before January 15, 2014 following the attached suggested format.

It will be appreciated if comparative information on the accomplishment between CY 2012 and 2013 may be included in the said Accomplishment Report, for significant evaluation.

It is also suggested that the report shall be submitted in a ring bound or hard/soft bound. Soft copy in CD format of pictures enclosed is expected for future reference.

Wide and immediate dissemination of this **Memorandum** is desired.

  
**EVANGELINE P. LADINES**  
Officer-In-Charge  
Schools Division Superintendent

## Suggested Format for 2013 Annual Accomplishment Report

Transmittal

Letter to the Head of Agency (SDS)

Vision

Mission

Core Values

- I. Introduction
- II. Socio-Economic Cultural and Demographic Background
  - a. Socio-Economic Profile
  - b. The Urban Landscape
  - c. Land Area
  - d. Commercial Activities
  - e. Ethnicity and Religious Affiliation
  - f. Family Structure
  - g. Population Size
- III. History
- IV. Organizational Structure
- V. Flagship Programs and Projects  
( Programs/Projects identified with /implemented by the school)
- VI. Highlights of Accomplishments in Basic Education Services
  - A. Access
    - Elementary: Key Indicators
    - Secondary: Key Indicators
    - Three Years Enrolment Data in Basic EducationBasic Education Resources:
    - a. Teachers
      - Elementary
      - Secondary
    - b. Classrooms
    - c. Seats
    - d. Textbooks
    - e. Computers and other ICT equipment
    - f. Watsan Facilities
    - g. Other School Facilities
  - B. Quality (Elementary & Secondary)
    - Periodic Test Results (point of reference per Standard 75%) 4<sup>th</sup> grading 2013 and first sem pre test and post test 2013
    - Reading Level Both English and Filipino (2012-2013)
    - National Achievement Test Results (2012-2013)
  - C. Efficiency
    - Elementary
    - Secondary
  - D. Governance
    - EBEIS (Enhanced Basic Education Information System)
    - LIS (Learner Information System)
    - Learner Reference Number (LRN)
    - LRMDS (Learning Resources Management System)

HRIS (Human resource Information System)  
FMIS (Fiscal Management Information System and Summary of Financial  
Report , Canteen and MOOE and other sources)

Internal Audit System  
Anti-Corruption Efforts  
No Collection Policy  
Time on Task  
Accountability and Transparency  
Conflict Management  
PhilGEPs for Procurement System  
Anti-Bullying  
Selection and Hiring of Teachers  
Commercialization

Others: PAPS (ALS, SPED, ESEP, Special Science School, ADM, Health and  
Nutrition Prog, SBM, ECARP, HRTD, Tech-Voc, SPA, SPS, Etc)

E. Research and Development

F. Information and Communication Technology

G. Scholarships, Trainings and Workshops and Conferences ( National, Regional,  
Division, School initiated)

H. Winning in Competitions (National, Regional, Division)

I. Networking and Strengthened Linkages with International, National, Regional and  
Local Institutions (Specify Support: in kind or amount)

VII. Challenges and Strategic Directions

A. Access

Challenges  
Strategic Directions

B. Quality

Challenges  
Strategic Directions

C. Efficiency

Challenges  
Strategic Directions

D. Governance

Challenges  
Strategic Directions

VIII. Forecasts and Targets 2014 (Performance Indicators)

IX. Recommendations

X. Concluding Statement

Annex: Pictorial ( with caption pls; to be enclosed with the report in CD format)

Deadline: January 15, 2014