



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

January 5, 2023

**DIVISION MEMORANDUM**

No. 002, s. 2023

**SUBMISSION OF FUNCTIONAL DIVISIONS' ANNUAL ACCOMPLISHMENT REPORT CY 2022**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
FUNCTIONAL DIVISION CHIEFS  
SECTION & UNIT HEADS  
DIVISION PROGRAM COORDINATORS  
ALL OTHERS CONCERNED

1. This Office announces the Submission of Functional Divisions' Annual Accomplishment Report for Calendar Year 2022 on or before January 20, 2023 in preparation of our crafting of 2022 SDO Annual Accomplishment Report. This Year's AAR will focus on the theme: *"Learning Recovery Amidst Uncertainties and Beyond the Pandemic"*
2. Both electronic and printed copies are required in the submission following this format with 25–50-page limit:
  - Cover
  - Messages
  - Table of Contents
  - Executive Summary
  - Highlights of Accomplishments
    - PPAs implementation
    - Awards & Recognition
    - Best Practices in the New Normal
    - Description of Innovations/Initiatives and its significant impact
  - Pictorials with Description
  - Functional Division Key Officials



**RELEASED**  
Date: 1/5/23  
Time: 11:32 AM  
Signature:

3. Submission of the printed Annual Accomplishment Reports shall be course through the Office of the Planning & Research Section and the electronic copies shall be uploaded to the designated google drive to be deployed on or before January 18, 2023, to our respective GCs.
4. Our Office shall expect only 3 Annual Accomplishment Reports (1 from OSDS, 1 from CID, and 1 from SGOD)
5. Coordinating Focal is hereby designated to spearhead the preparation and submission of this reportorial documents to wit: OSDS-Carmela E. Torres, ITO  
CID- Marlito V. Medina, PDO  
SGOD- Antonio Y. Dy, ADAS
6. Expenses incurred relative to the completion and compliance of this 2022 Functional Divisions' AAR shall be charged to Local Funds subject to procurement, accounting, and auditing procedures, rules, and regulations.
7. For information, guidance, and compliance of all concerned.

  
**MARIZA S. MAGAN, EdD, CESO V**  
*Schools Division Superintendent*

PRS-SGOD