



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

July 18, 2023

DIVISION MEMORANDUM

No. 609, s. 2023

**SUBMISSION OF ACCOMPLISHMENT REPORT OF THE APPROVED AND
 CONDUCTED ACTIVITY DESIGNS FOR TRAINING AND DEVELOPMENT
 PROGRAMS AND ACTIVITIES FOR CAPACITY BUILDING
 OF DEPED PERSONNEL**

To: OIC- ASDS
 SGOD Chief
 All PSDS/DCP
 All School Heads
 All others concerned

1. This has reference to DepEd Order (DO) no. 32, s. 2011, Policies and Guidelines on Training and Development (T & D) Programs and Activities, specifically on item no. 12 – Accounting, monitoring, and evaluation of T & D programs.
2. Anent to this, all program owners are directed by this Office, through the Human Resource and Development Section (HRDS) of the School Governance and Operations Division (SGOD) to submit the accomplishment report within two weeks after the conduct of the program/activity for review and recommendation for approval.
3. Enclosed is the recommended template for uniformity of content.
4. Immediate dissemination of this Memorandum is desired.

By the Authority of the
 Schools Division Superintendent

NORBERTO S. MANLANGIT CE, MPA
 Administrative officer V
 Officer-In-Charge

Encl.: Accomplishment Report
 Reference: DO 32, s. 2011
 FN: HRDS_AccompRep



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| Effectivity | 09.12.22 | Page | 1 of 1 |



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ACCOMPLISHMENT REPORT

I. Identifying Information

| | |
|----------------------------|--|
| Proponent Office | |
| Program Name | |
| Activity Title | |
| No .of Participants | |
| Venue | |
| Date Accomplished | |
| Total Expenditure/s | |
| Source of Fund | |

II. Executive Summary

Guide questions:

1. What is the significance of the project/activity?
2. What happened in the implementation of the project/activity?
3. When and where was the project/activity implemented?
4. Who are the attendees?
5. What are the highlights of the project/activity?

III. Accomplishment of Objectives

| Objectives | Strategies | Activities | Results/Outputs |
|---|---------------------------------------|---|--|
| Sample: Write an action research proposal | -Interactive Discussion with workshop | -Pre-writeshop discussion -Writeshop -Presentation of Outputs -Feedbacking | - 40/40 elementary teacher-attendees submitted their refined action research proposal to the District Research Committee for evaluation. |
| | | | |
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IV. Report on Actual Expenditure

| Expenses | Fund Source and Amount | | | |
|----------|------------------------|-----|-----|--------|
| | MOOE | PTA | LGU | Others |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

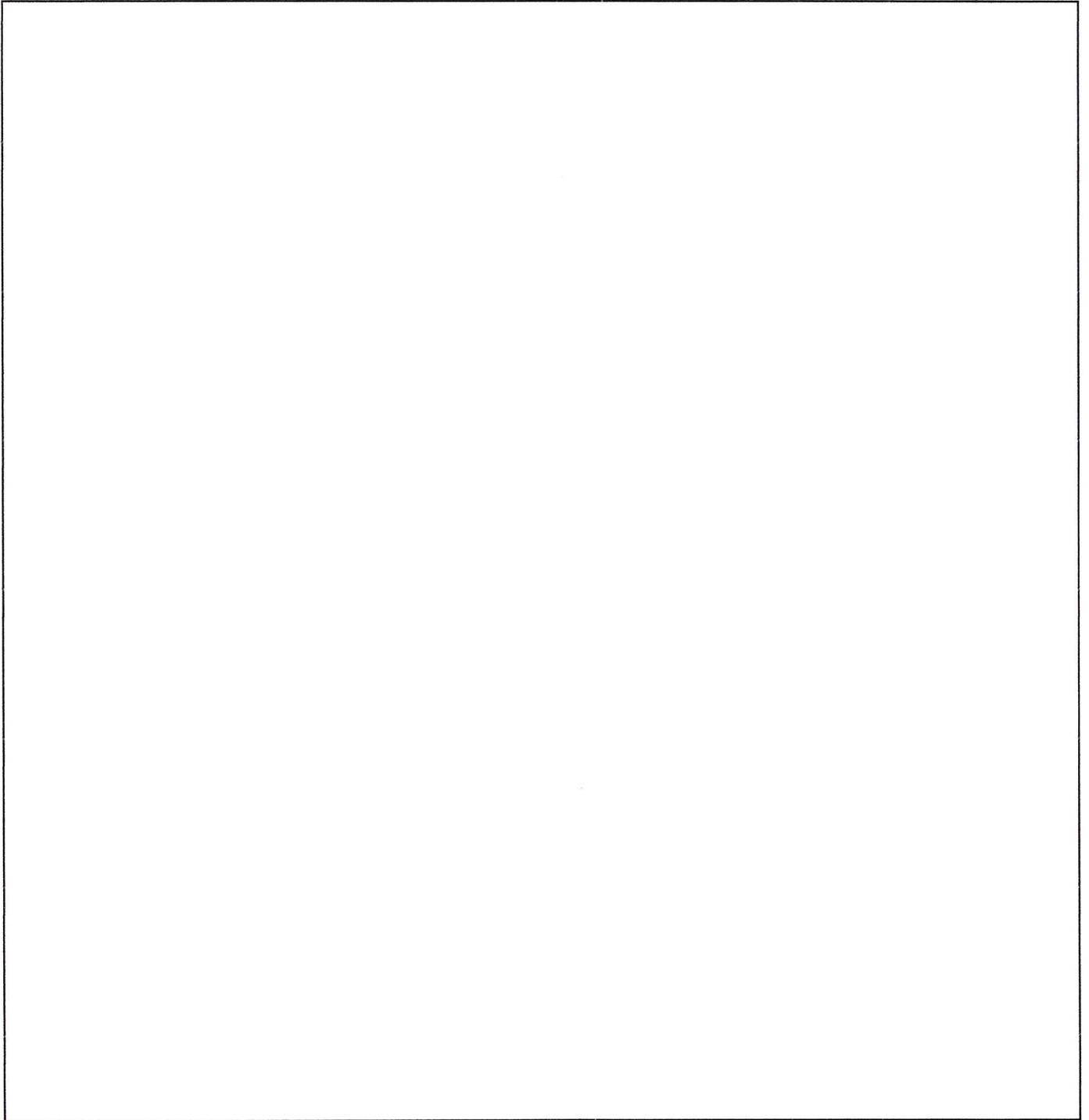
V. Future Plans and Projects





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Annex A
Scanned Copy of the Attendance
(Duly signed attendance sheet)



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Annex B
Photo documentation
(Pictures with caption/ s)

Prepared by:

Noted by:

Signature over Printed Name

Position

Date:

Recommending Approval as to Purpose/Content

Signature over Printed Name

Immediate Superior

Date:

Signature over Printed Name

Office Head - Position

Date:

Reviewed by:

Recommending Approval as to Correctness of
 Financial Report

DENNIS C. ALCANO

SEPS, HRDS

Date:

Signature over Printed Name

District/School AO II/ADAS

Date:

Approved:

CRISTY C. EPE

Schools Division Superintendent

Date:



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