



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

Office of the Schools Division  
Superintendent



September 5, 2023

DIVISION MEMORANDUM

No. 760, s. 2023

**CHANGES ON THE SIGNATORIES OF THE 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  
Chiefs – Functional Divisions  
All PSDS/DCP  
All School Heads  
All others concerned

1. Attached is the template of the accomplishment report as per Division Memorandum no. 609, s. 2023, re: Submission of Accomplishment Report of the Approved and Conducted Activity Designs for Training and Development Programs and Activities for Capacity Building of DepEd Personnel dated July 18, 2023, with changes on the signatories.
2. Other details in the previous Memorandum remain as is.
3. Immediate dissemination of this Memorandum is desired.

CRISTY C. EPE  
Schools Division Superintendent

Encl.: Accomplishment Report  
Reference: DO 32, s. 2011  
FN: HRDS\_AccompRep



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Effectivity	09.12.22	Page	1 of 2



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**ACCOMPLISHMENT REPORT**

**I. Identifying Information**

<b>Proponent Office</b>	
<b>Program Name</b>	
<b>Activity Title</b>	
<b>No .of Participants</b>	
<b>Venue</b>	
<b>Date Accomplished</b>	
<b>Total Expenditure/s</b>	
<b>Source of Fund</b>	

**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
<b>Sample:</b>  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**

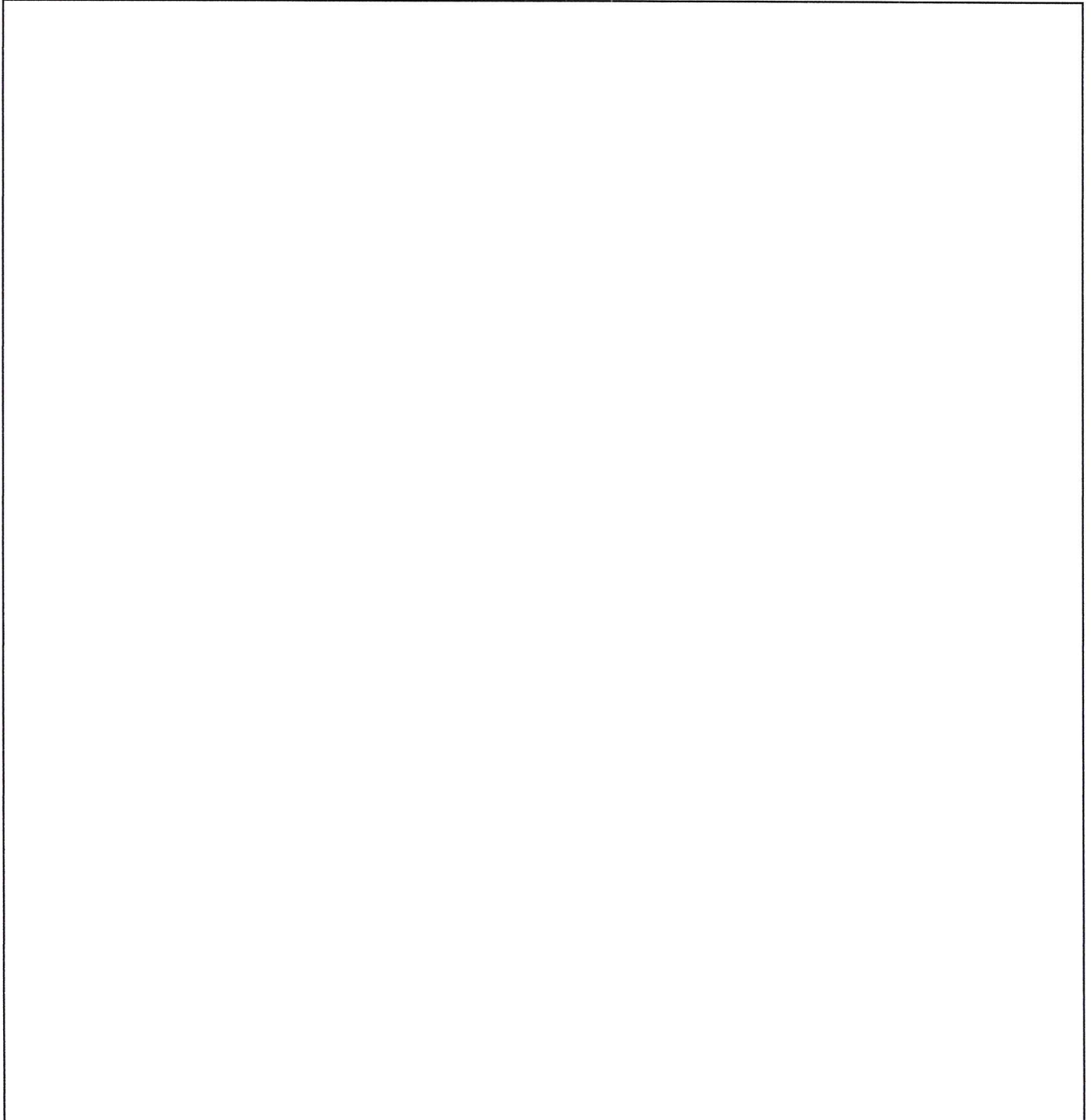




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**Annex A**  
**Scanned Copy of the Accomplished Attendance Sheet**



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Doc. Ref. Code	PAWIM-F	Rev	00
Effectivity	09.20.21	Page	3 of 4





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**Annex B**  
**Photo documentation**  
*(Pictures with caption/ s)*

Prepared by:

**Signature over Printed Name**

Position

Date:

Noted by:

**Signature over Printed Name**

Immediate Superior

Date:

Reviewed by:

**DENNIS C. ALCANO**

SEPS, HRDS

Date:

Approved:

**CRISTY C. EPE**

Schools Division Superintendent

Date:



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Doc. Ref. Code	PAWIM-F	Rev	00
Effectivity	09.20.21	Page	4 of 4

