



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 05 2023

MEMORANDUM

NEW SCHEME ON THE SUBMISSION OF ACCOMPLISHMENT REPORT

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary and Secondary Schools/OICs
Administrative Officer V
All Others Concerned

1. In order to enhance manageability and better control of records and documents, this Office informs the field of the new scheme for submitting the Accomplishment Report (AR) to the Schools Division Office from the regular monthly submission to the quarterly submission after the conduct of the Quarterly Program Implementation Review (PIR), which is scheduled as follows:

Quarter	Submission
First	First week of April
Second	First week of July
Third	First week of October
Fourth	Fourth week of December to First week of January (As part of the Annual Report)

2. For information and strict compliance.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

Enclosure: N/A

References: As stated

To be indicated in the Perpetual Index
under the following subjects:

ACCOMPLISHMENT

REPORT

MONITORING

ZPLG / DM / NEW SCHEME ON THE SUBMISSION OF ACCOMPLISHMENT REPORT

180 / May 29, 2023

UN-2023-180



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