



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 05 2023

MEMORANDUM

**DIVISION-PREScribed FORMAT AND CONTENT FOR THE SCHOOL
QUARTERLY ACCOMPLISHMENT REPORT**

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

1. As part of the Division's campaign on the simplification and uniformity of the accomplishment reports submitted by the schools, this Office prescribes the attached format to be followed in the field. The submission of the said report is scheduled as follows:

Quarter	Submission
First	First week of April
Second	First week of July
Third	First week of October
Fourth (<i>As Annual Accomplishment Report</i>)	Fourth week of December to First week of January

2. Attached with this Memorandum are the templates to be used by all public elementary and secondary schools in preparing their quarterly and annual accomplishment reports.

3. For information and strict compliance.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

Enclosure: As stated

Reference: None

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

REPORT ACCOMPLISHMENT TEMPLATE

ZPG / DM / Division Prescribed Format and Content for the School Quarterly Accomplishment Report
220 / June 15, 2023

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**SCHOOL QUARTERLY ACCOMPLISHMENT REPORT
(FIRST QUARTER)**

Cover Page

School Head's Message

Preliminaries:

- DepEd Vision, Mission, and Core Values
- Table of Contents

I. Introduction

(Note: This section presents the purpose of the accomplishment report. It shall give a preview of what is expected of the contents. It must be brief and concise. It must be noted that the coverage is only for the quarter)

II. Highlights of Accomplishments

A. Status of Basic Education Resources

(Note: This part shall describe the profile of the school for FY 2023 shown in tables, graphs, or infographics with discussions in terms of the following:)

1. Enrolment data

Grade Level	(Note: Indicate the data on a particular quarter where it is applicable and available.)								
	Quarter 1			Quarter 2			Quarter 3		
	M	F	T	M	F	T	M	F	T

2. Learning modalities

Grade Level	Modular (Print)			Modular (Digital)			Online			Educational TV			Radio-based Instruction			Homeschooling			Face to Face			Combination of Modalities			Total Enrolment		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T



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Muntinlupa City

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3. Number of Personnel – Teaching

[illegible]4. *Number of Personnel – Non-Teaching*[illegible]

5. Number of Classrooms

Building Number	Room Number	Room Condition	Room Usage	Actual Usage/s	Room Dimension (in Meters)	
					Width	Length
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7

6. Number of school furniture/ Chairs/ Tables

Kinder Modular Table	Kinder Chair	Armchair	School Desk	Other Classroom Table	Other Classroom Chair	DepEd New Design 2-Seater Table & Chair		
						Elementary	Junior High School	Senior High School

7. Number of Computers/Laptops /Tablets

Sources	No.

8. Number of Smart TVs

Sources	No.

B. Performance Commitment and Accountability (based on the AIP of the School)

(Note: This section presents the highlights of accomplishments per PPA)

1. PPAs Aligned with MATATAG

PPA (Aligned with MATATAG Agenda)	Status	Quantifiable Output / Outcome

2. PPAs Aligned with SMART

PPA (Aligned with Modified SMART Schools with a HEART)	Status	Quantifiable Output / Outcome

(Note: Output/outcome shall be quantifiable)

C. Outstanding Accomplishment

(Note: This part includes the innovating and intervening accomplishments, quick wins and best practices, and other activities that are more than expected performance and results.)

1. Initiative (Innovating and Intervening Accomplishment)

Outstanding Innovation/Intervention	What made it outstanding?

2. Best Practices (Recognized by the School Best Practice Committee and endorsed by the assigned PSDS)

Best Practices	What made it a best practice?

3. *Other Commendable Activities that are more than the expected performance.*

Commendable Activities	What made it commendable?

III. Program Implementation Review (PIR) Results

(Note: This includes the consolidated PIR results for the Quarter. Please be guided by the table below.)

No.	PPAs	Planned/Targeted Outputs	Physical Accomplishments	Percentage (%) of Accomplishment vs Targets	Gain/Gap	Remarks

IV. Photos/Stories of Success/Collage of the Activities

(Note: Must include captions such as, the name of the activity, place/venue, the date of the activity, and key officials involved. If the activity is a competition, include the list of winners if possible.)

V. Annexes

(Note: Includes the reprinted copies of the documents which apply to the Quarter. Be it noted also that some documents necessarily appeared only in a particular quarter to avoid redundancy:)

1. Annual Implementation Plan
2. Work and Financial Plan
3. Calendar of Activities
4. Program Implementation Review (Form 1, 2, and 3)
5. Project Completion Reports
6. School Notable/Best Practices, Certified by SBPC

Prepared by:

NAME & SIGNATURE OF SCHOOL HEAD



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**SCHOOL QUARTERLY ACCOMPLISHMENT REPORT
(SECOND QUARTER)**

I. Introduction

(Note: This section presents the purpose of the accomplishment report. It shall give a preview of what is expected of the contents. It must be brief and concise. It must be noted that the coverage is only for the quarter)

II. Highlights of Accomplishments

A. Status of Basic Education Resources

(Note: This part shall describe the profile of the school for FY 2023 shown in tables, graphs, or infographics with discussions in terms of the following:)

1. Enrolment data

Particular	(Note: Indicate the data on a particular quarter where it is applicable and available.)		
	Quarter 1	Quarter 2	Quarter 3

2. Learning modalities

Modality	No. of Learners

3. Number of Personnel – Teaching

Teaching Personnel	No.

4. Number of Personnel – Non-Teaching

Teaching Personnel	No.

5. Number of Classrooms

Types	No.



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6. Number of school furniture/ Chairs/ Tables

Types	No.

7. Number of Computers/ Laptops/ Tablets

Sources	No.

8. Number of Smart TVs

Sources	No.

B. Performance Commitment and Accountability (based on the AIP of the School)

(Note: This section presents the highlights of accomplishments per PPA)

1. PPAs Aligned with MATATAG

PPA (Aligned with MATATAG Agenda)	Status	Quantifiable Output / Outcome

2. PPAs Aligned with SMART

PPA (Aligned with Modified SMART Schools with a HEART)	Status	Quantifiable Output / Outcome

(Note: Output/outcome shall be quantifiable)

C. Outstanding Accomplishment

(Note: This part includes the innovating and intervening accomplishments, quick wins and best practices, and other activities that are more than expected performance and results.)

1. Initiative (Innovating and Intervening Accomplishment)

Outstanding Innovation/Intervention	What made it outstanding?

2. *Best Practices (Recognized by the School Best Practice Committee and endorsed by the assigned PSDS)*

Best Practices	What made it a best practice?

3. *Other Commendable Activities that are more than the expected performance.*

Commendable Activities	What made it commendable?

III. Program Implementation Review (PIR) Results

(Note: This includes the consolidated PIR results for the Quarter. Please be guided by the table below.)

No.	PPAs	Planned/Targeted Outputs	Physical Accomplishments	Percentage (%) of Accomplishment vs Targets	Gain/Gap	Remarks

IV. Photos/Stories of Success/Collage of the Activities

(Note: Must include captions such as, the name of the activity, place/venue, the date of the activity, and key officials involved. If the activity is a competition, include the list of winners if possible.)

V. Annexes

(Note: Includes the reprinted copies of the documents which apply to the Quarter. Be it noted also that some documents necessarily appeared only in a particular quarter to avoid redundancy.)

1. Annual Implementation Plan
2. Work and Financial Plan
3. Calendar of Activities
4. Program Implementation Review (Form 1, 2, and 3)
5. Project Completion Reports
6. School Notable/ Best Practices, Certified by SBPC
7. School Report Card (SRC) (For Quarters 2 & 4 only)

Prepared by:

NAME & SIGNATURE OF SCHOOL HEAD



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**SCHOOL QUARTERLY ACCOMPLISHMENT REPORT
(THIRD QUARTER)**

I. Introduction

(Note: This section presents the purpose of the accomplishment report. It shall give a preview of what is expected of the contents. It must be brief and concise. It must be noted that the coverage is only for the quarter)

II. Highlights of Accomplishments

A. Status of Basic Education Resources

(Note: This part shall describe the profile of the school for FY 2023 shown in tables, graphs, or infographics with discussions in terms of the following:)

1. Enrolment data

Particular	(Note: Indicate the data on a particular quarter where it is applicable and available.)		
	Quarter 1	Quarter 2	Quarter 3

2. Learning modalities

Modality	No. of Learners

3. Number of Personnel – Teaching

Teaching Personnel	No.

4. Number of Personnel – Non-Teaching

Teaching Personnel	No.

5. Number of Classrooms

Types	No.



6. Number of school furniture/ Chairs/ Tables

Types	No.

7. Number of Computers/ Laptops/ Tablets

Sources	No.

8. Number of Smart TVs

Sources	No.

B. Performance Commitment and Accountability (based on the AIP of the School)

(Note: This section presents the highlights of accomplishments per PPA)

1. PPAs Aligned with MATATAG

PPA (Aligned with MATATAG Agenda)	Status	Quantifiable Output / Outcome

2. PPAs Aligned with SMART

PPA (Aligned with Modified SMART Schools with a HEART)	Status	Quantifiable Output / Outcome

C. Outstanding Accomplishment

(Note: This part includes the innovating and intervening accomplishments, quick wins and best practices, and other activities that are more than expected performance and results.)

1. Initiative (Innovating and Intervening Accomplishment)

Outstanding Innovation/Intervention	What made it outstanding?

2. *Best Practices (Recognized by the School Best Practice Committee and endorsed by the assigned PSDS)*

Best Practices	What made it a best practice?

3. *Other Commendable Activities that are more than the expected performance.*

Commendable Activities	What made it commendable?

III. Program Implementation Review (PIR) Results

(Note: This includes the consolidated PIR results for the Quarter. Please be guided by the table below.)

No.	PPAs	Planned/Targeted Outputs	Physical Accomplishments	Percentage (%) of Accomplishment vs Targets	Gain/Gap	Remarks

IV. Photos/Stories of Success/Collage of the Activities

(Note: Must include captions such as, the name of the activity, place/venue, the date of the activity, and key officials involved. If the activity is a competition, include the list of winners if possible.)

V. Annexes

(Note: Includes the reprinted copies of the documents which apply to the Quarter. Be it noted also that some documents necessarily appeared only in a particular quarter to avoid redundancy:)

1. *Work and Financial Plan*
2. *Calendar of Activities*
3. *Program Implementation Review (Form 1, 2, and 3)*
4. *Project Completion Reports*
5. *School Notable/ Best Practices, Certified by SBPC (Annual only)*
6. *School Governance Council (SGC) set of Officers*

Prepared by:

NAME & SIGNATURE OF SCHOOL HEAD



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**SCHOOL QUARTERLY ACCOMPLISHMENT REPORT
(ANNUAL ACCOMPLISHMENT REPORT)**

Cover Page

School Head's Message

Preliminaries:

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II. Highlights of Accomplishments

A. Status of Basic Education Resources

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1. Enrolment Data

Particular	(Note: Indicate the data on a particular quarter where it is applicable and available.)		
	Quarter 1	Quarter 2	Quarter 3

2. Learning Modalities

Modality	No. of Learners

3. Number of Personnel – Teaching

Teaching Personnel	No.

4. Number of Personnel – Non-Teaching

Teaching Personnel	No.



5. Number of Classrooms

Types	No.

6. Number of School Furniture/ Chairs/ Tables

Types	No.

7. Number of Computers/ Laptops/ Tablets

Sources	No.

8. Number of Smart TVs

Sources	No.

B. Performance Commitment and Accountability (based on the AIP of the School)

(Note: This section presents the highlights of accomplishments per PPA)

1. PPAs Aligned with MATATAG

PPA (Aligned with MATATAG Agenda)	Status	Quantifiable Output / Outcome

2. PPAs Aligned with SMART

PPA (Aligned with Modified SMART Schools with a HEART)	Status	Quantifiable Output / Outcome

C. Outstanding Accomplishment

(Note: This part includes the innovating and intervening accomplishments, quick wins and best practices, and other activities that are more than expected performance and results.)

1. Initiative (Innovating and Intervening Accomplishment)

Outstanding Innovation/Intervention	What made it outstanding?

2. Best Practices (Recognized by the School Best Practice Committee and endorsed by the assigned PSDS)

Best Practices	What made it a best practice?

3 Other Commendable Activities that are more than the expected performance.

Commendable Activities	What made it commendable?

III. Program Implementation Review (PIR) Results

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No.	PPAs	Planned/Targeted Outputs	Physical Accomplishments	Percentage (%) of Accomplishment vs Targets	Gain/Gap	Remarks

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V. Annexes

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5. School Notable/Best Practices, Certified by SBPC
6. School Report Card (SRC)

Prepared by:

NAME & SIGNATURE OF SCHOOL HEAD