Office of the Schools Division Superintendent

JAN 1 9 2026

OFFICE MEMORANDUM

PREPARATION OF THE CY 2025 SDO ANNUAL ACCOMPLISHMENT REPORT (AAR)

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Planning Officer and Budget Officer
SGOD EPS, SEPS in SMME and HRMO
All Others Concerned

1.   In accordance with COA guidelines, all concerned SDO personnel are directed to accomplish and submit the **CY 2025 Annual Accomplishment Report (AAR)** using the prescribed template.

2.   Please refer to the following enclosures for reference and guidance:
Enclosure 1: List of Personnel Responsible
Enclosure 2: Guidelines on the Preparation of the AAR
Enclosure 3: 2025 AAR Template

3.   All required files shall be uploaded via the official submission link: **https://tinyurl.com/M07-2025-AAR-SUBMISSION** on or before **January 23, 2026**.

4.   For immediate dissemination and strict compliance.

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: as stated
Reference: as stated
To be indicated in the Perpetual Index
Under the following subjects

ACCOMPLISHMENT REPORT

PRA/OM/Preparation of the CY 2025 SDO Annual Accomplishment

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Enclosure 1

List of Personnel Responsible

The preparation of the AAR shall be undertaken collaboratively by the following personnel for the respective sections:

Part I – CID and SGOD Chiefs
Part II, No. 1 – Human Resource Management Officer (HRMO)
Part II, No. 2 – SGOD Chief and other concerned personnel
Part II, No. 3 – Planning Officer and CID Chief
Part II, No. 4 – SEPS in SMME and CID Chief
Part II, No. 5 – Planning Officer and Budget Officer
Part III – SEPS in SMME, SGOD Chief, and CID Chief
Part IV – Budget Officer
Part V- ICT Officer
Part VI – Record Unit Head

The Planning Officer shall validate all submitted data, while the SGOD, through the SEPS in SMME, shall handle the consolidation and final submission of the report.

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Enclosure 2

Guidelines for the Preparation of the 2025 Annual Accomplishment Report (AAR)

1. Each concerned personnel shall accomplish the working template from **https://tinyurl.com/M07-2025-AAR-SUBMISSION** and save the file using the prescribed file naming and communication format (e.g., 2025 AAR_Part I).

2. Concerned personnel are tasked to complete their assigned sections, ensuring that each part is accurately reviewed and validated. The 2025 AAR shall be prepared using A4-size paper, narrow margins, Bookman Old Style, font size 11, and single spacing.

3. The Office of the ASDS shall consolidate all individual entries into one (1) complete Division AAR.

4. The Office of the SDS shall endorse and approve the consolidated report for submission to the Commission on Audit (COA).

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Enclosure 3 – AAR Template

CY 2025 ANNUAL ACCOMPLISHMENT REPORT (AAR)

Division Cover Page
(in 1 full page)

Schools Division Superintendent's Message
(in a half or full page)

Assistant Schools Division Superintendent's Message
(in a half or full page)

Preliminaries (in separate sections)
- Vision, Mission, and Core Values
- Table of Contents
- List of Tables
- List of Figures
- List of Acronyms

I. Introduction (new section)
Paragraph 1: Office Mandate
Paragraph 2: Enumerate the major/flagship programs and projects, including a brief description of each.

II. Basic Education Status Reports
1. Status of Filling-Up of Workforce

Type	Operating Unit	No. of School	Plantilla Position	Filled-Up	Vacant
Non-Implementing Units	Kinder				
	Elementary				
	Junior High School				
	TOTAL				
Implementing Units	Division Office				
	Junior High School				
Implementing & Non-Implementing Units	with Senior High School				
	OVERALL TOTAL				

Brief analysis and discussion of the factors facilitating, as well as the issues and concerns, related to the filling of vacancies: _____

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2. Major Accomplishments

Major Final Outputs (MFOs)	CY 2024 Actual Accomplishment	CY 2025 ACCOMPLISHMENT			Variance of Accomplishment (CY 2025 less CY 2024)	Remarks
		Target	Actual	%		
PARTNERSHIP AND LINKAGES						
Adopt-a-School Program	number of schools					
Brigada Eskwela Program	number of schools					
Partnership & Linkages with line Agencies and Private Stakeholders	Number of stakeholders – Private entities, LGUs, Line Agencies					
EDUCATION FACILITIES						
Construction of Classrooms	Number of Completed Construction of Classroom					
	Number of Ongoing Construction of Classroom					
Repair of Classrooms	Number of Completed Repair of Classroom					
Repair and Rehabilitation of Gabaldon Buildings	Number of Completed Repair of Classroom					
Construction of Health Facilities	Number of Facilities Constructed					
Quick Response Fund	Number of Completed Construction of Classroom					

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Major Final Outputs (MFOs)	CY 2024 Actual Accomplishment	CY 2025 ACCOMPLISHMENT			Variance of Accomplishment (CY 2025 less CY 2024)	Remarks
		Target	Actual	%		
Division Office Initiated Projects	Percentage of actual accomplishment					
HEALTH, DENTAL AND NUTRITION						
School-Based Feeding Program	number of recipients					
Gulayan sa Paaralan Program	schools received financial assistance					
Dental Health for Learners	examined					
	treated					
	given oral health talk					
Dental Health for Division Office Employees	examined and treated					
Health and Wellness for Division Office Employees	number of employees					
School-Based Deworming Program	January					
	July					
School Mental Health Program	schools monitored					
Adolescent Reproductive Health Program	schools monitored					
WASH in Schools (WinS) Program	schools monitored					
YOUTH FORMATION PROGRAM						
Youth Formation Program	trainings conducted					

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Major Final Outputs (MFOs)	CY 2024 Actual Accomplishment	CY 2025 ACCOMPLISHMENT			Variance of Accomplishment (CY 2025 less CY 2024)	Remarks
		Target	Actual	%		
DISASTER RISK REDUCTION AND MANAGEMENT						
DRRM/Climate Change Adaptation Information Campaign and Advocacy	Manila Bay Rehabilitation					
	DENR Water Quality Management Agency					
	Climate Change Adaptation					
DRRM Capability Building Program	trainings conducted					
DRRM Division Coaching	coachings conducted to schools					

3. Educational Outcomes – Key Performance Indicators

Education Level	Performance Indicator		Target (2025)	Accomplishment (2025)		Variance	Remarks
(a)	(b)		(c)	(d)	Reference	(c)-(d)	(f)
Kindergarten	Access	Enrollment Data			SY 2024-2025 LIS Data		
		Public					
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate			SY 2024-2025 or latest available data		
		Net Enrollment Rate					

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Education Level	Performance Indicator		Target (2025)	Accomplishment (2025)		Variance	Remarks
(a)	(b)		(c)	(d)	Reference	(c)-(d)	(f)
Elementary	Access	Enrollment Data			SY 2024-2025 LIS Data		
		Public					
		Private					
		SUCs/LUCs					
		Gross Enrollment Rate			SY 2024-2025 or latest available data		
		Net Enrollment Rate					
		Transition Rate					
	Efficiency	Cohort Survival Rate			SY 2024-2025 or latest available data		
		Completion Rate					
		Dropout Rate					
		Repetition Rate					
		Promotion Rate					
		Graduation Rate					
		Retention Rate					
	Quality	NAT G6 – Proportion of at least Nearly Proficient			SY 2024-2025 or latest available data		
Junior High School	Access	Enrollment Data			SY 2024-2025 LIS Data		
		Public					
		Private					
		SUCs/LUCs					

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Education Level	Performance Indicator			Target (2025)	Accomplishment (2025)		Variance	Remarks
(a)	**(b)**			**(c)**	**(d)**	Reference	**(c)-(d)**	**(f)**
Junior High School	Access	Gross Enrollment Rate				SY 2024-2025		
		Net Enrollment Rate						
		Transition Rate						
	Efficiency	Cohort Survival Rate				SY 2024-2025		
		Completion Rate						
		Dropout Rate						
		Repitition Rate						
		Promotion Rate						
		Graduation Rate						
		Retention Rate						
	Quality	NAT G10 – Proportion of at least Nearly Proficient				SY 2023-2024		
Senior High School	Access	Enrollment Data				SY 2025-2026 LIS Data		
		Public						
		Private						
		SUCs/LUCs						
		Gross Enrollment Rate				SY 2024-2025		
		Net Enrollment Rate						
		Transition Rate						
	Quality	NAT G12 – Proportion of at least Nearly Proficient				SY 2023-2024		

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4. Fourth Quarter Physical Report of Operation (BAR No. 1)

Organizational Outcomes/Performance Indicators		BED 2 FY 2025 Target	FY 2025 Accomplishment (Overall)	Variance	Remarks
		(a)	**(b)**	**(a)-(b)**	**(d)**
EDUCATION POLICY DEVELOPMENT PROGRAM	Number of education researches completed				8th Cycle BERF grantees
BASIC EDUCATION INPUTS PROGRAM	Percentage of schools meeting the standard ratio for teachers				
	a. Elementary				
	b. Junior High School				
	c. Senior High School				
	Number of newly-created teaching positions filled up (K/Elem, JHS, SHS)				
INCLUSIVE EDUCATION PROGRAM	Percentage of learners enrolled in:				
	a. SPED (Public)				
	b. ALIVE (both public and private)				
	c. IPED (Public)				
	Percentage of Learners Provided with Learning Resources (Public)				
	Number of schools offering the following programs:				
	a. ALIVE				

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Organizational Outcomes/Performance Indicators		BED 2 FY 2025 Target	FY 2025 Accomplishment (Overall)	Variance	Remarks
		(a)	(b)	(a)-(b)	(d)
INCLUSIVE EDUCATION PROGRAM	b. IPED				
	c. SPED				
	Number of public schools provided with learning resources				
SUPPORT TO SCHOOLS AND LEARNERS PROGRAM	Retention Rate				
	Elementary				
	Secondary (Grade 7-12)				
	Completion Rate				
	Elementary				
	Secondary (Grade 7-12)				
	Proportion of learners achieving at least nearly proficient in the National Achievement Test				
	a. Elementary (Grade 6)				
	b. Junior High School (Grade 10)				
	c. Senior High School (Grade 12)				
	Number of learners benefiting from the "School-Based Feeding Program"				
EDUCATION HUMAN RESOURCE DEVELOPMENT PROGRAM	Increase in percentage of schools conducting schools Learning Action Cell sessions				

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Organizational Outcomes/Performance Indicators		BED 2 FY 2025 Target	FY 2025 Accomplishment (Overall)	Variance	Remarks
		(a)	(b)	(a)-(b)	(d)
EDUCATION HUMAN RESOURCE DEVELOPMENT PROGRAM	Number of teachers and teaching-related staff trained				
	a. Teachers				
	b. Teaching Related Staff				

5. Status of FY 2025 Work and Financial Plan (WFP) – GASS (MOOE)

Programs/ Projects	Output	Activities	Performance Indicator	Physical		Financial		Remarks
				Target	Actual	Target	Actual	
Office of the Schools Division Superintendent								
Program 1: _____								
Add additional rows for other Programs								
School Governance and Operations Division								
Program 1: _____								
Add additional rows for other Programs								
Curriculum Implementation Division								
Program 1: _____								
Add additional rows for other Programs								

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III.   **Narrative Proper of Major Outputs for SDO-initiated PAPs (MOOE)**
         (new section)

   Schools Division Office Key Result Area No. _____
   Program/Project 1: _____
   Alignment with DepEd NCR Top 5 Priorities: _____

   Paragraph 1: Program/Project Title and its purpose
   Paragraph 2: Presentation of the accomplishment in percentage or number
   Paragraph 3: Description of the program/project outputs
   Paragraph 4: Discussion of the strategies used for successful
                   implementation, quick wins, and lessons learned

   Note: *Include one (1) photo per strategy/best practice, quick wins, and
   lesson learned.*

IV.   **Financial Accomplishment** for ALL PAPs (FAR and BUR)
V.   **Key Officials/Organizational Structure**
VI.   **Division Memorandum and Advisory Issuances**
VII.   **Directory**

Reviewed by:

LILIA A. RICERO
Assistant Schools Division Superintendent

Approved:

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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