

Q1 consolidated  
2020



Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY  
 SCHOOLS DIVISION OF BATANES

**Report Template 1: Physical and Financial Accomplishment Report**

KRA	OUTPUTS	PHYSICAL ACCOMPLISHMENT			FINANCIAL ACCOMPLISHMENT		
		TARGETS	PHYSICAL ACCOMPLISHMENT	% OF ACCOMPLISHMENT VS. TARGETS	TARGETS	FINANCIAL ACCOMPLISHMENTS	% OF ACCOMPLISHMENT VS. TARGETS
Strategic Management & Operations	Led in the development and implementation of policies, research agenda and Division Education Development Plan (DEDP)/ strategic plan for the entire schools division						
	DEDP Reviews	1	1	100%			
	Operational Planning	1	1	100%			
	DMEA	1	0	0%			
	Initiated the implementation of programs and initiatives anchored on evidence based planning, in collaboration with OSDS, CID and SGOD to ensure quality and accesible education in schools and LCs						
	Child Mapping	1	1	100%			

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	Early Registration (Online LIS Monitoring)	1	1	100%			
	BIDA SILA Implementation	1	1	100%			
	Provision of TA for SPED	1	1	100%			
	Remedial Classes	1	1	100%			
	Conduct of Oral Reading Test	1	1	100%			
	Utilization of Little Free Library	1	1	100%			
	ESWM	1	1	100%			
	Home Visit	1	1	100%			
	InFed (ALS)	1	1	100%	64,000.00	50,000.00	78%
	Attendance to IPED National and Regional Trainings & Conference	1					
	M&E on IPED Implementation	1	0	0%			
	NSPC Participation	1	1	100%	150,000.00	40,000.00	26.67%
	Division Level Math Challenge	4	2	50%	5,000.00		
	In-house training of CAVRAA Athletes	2	1	50%			
	Sports Training	2	1	50%	100,000.00		
	Division-wide one-day Play Day for KILOS P	1	1	100%			
	SALT Implementation	1	0	0%	80,000	0	0%
	<b>SBM</b>						
	Regional Monitoring on SBM level of practice	1	0	0%			
	School Building Program	12	12	100%			
	<b>Policy and Research</b>						
	Finalization of Division Research Agenda	1	1	100%			
	Meeting cum TA and Monitoring on the completion of the Batch 5 BERF Research	2	2	100%	5,400.00	5,256.00	97%



	<b>National Assessment</b>						
	Orientation & conduct of NAT G6	1	1	100%	14,000.00	14,000.00	100%
	Orientation & conduct of NAT G10	1	1	100%	7,800.00	7,800.00	100%
	Orientation and conduct of ELLNA	1	1	100%	16,000.00	16,000.00	100%
	Administration of A&E	1	0	0%			
	Administration of Project CHECK	1	1	100%	3,000.00	3,000.00	100%
	Administration of EPT	1	0	0	15,000.00	0.00	0.00%
	<b>Fitness and Schools Sports</b>						
	Project SHAPE	3	2	66%			
	<b>Supervised the implementation of quality assurance processes on SIP, SBM and other programs and projects as basis for continuous improvement</b>						
	TA & Monitoring on SBM Level of Practice	1	1	100%			
	<b>Managed the operationalization of the Management Information System (MIS) and supervised the implementation of ICT flagship programs, projects, activities and initiatives</b>						
	PMIS	1	1	100%			
	<b>Exercised general supervision, progress monitoring, regular evaluation and reporting in raising public awareness on disaster risk reduction management that is consistent with local and national planning programs</b>						

	NSED	1	0	0%			
	DRRM Annual Plan vs. Accomplishment	1	1	100%			
	<b>Led and supervised the implementation of health &amp; nutrition programs &amp; services and in the development of policies and research agenda in the enhancement of healthy lifestyle habits for school and non-school based environment</b>						
	OK sa DepEd Components	10	10	100%			
	Wellness Program (SHAPE)	3	2	66%			
	Annual Plan (1st Quarter) vs. Accomplishments (4th quarter)	1	1	100%			
	<b>Ensured coordination with DFTAT for the provision of TA for the Division &amp; schools and learning centers</b>						
	Provision of TA	2	2	100%			
Curriculum and Instruction Management	<b>Supervise the operations of all public and private pre-schools, elementary, secondary, integrated schools and learning centers in the schools and learning centers in the schools division and promoted awareness of and adherence by all schools and LCs to accreditation standards</b>						
	Supervision	90	90	100%	15,000.00	15,000.00	100%



	<b>Organized, developed, directed and administered the Schools Division and exercised general supervision over basic education and non school-based education programs in the schools division</b>	12 PAPS + Inclusive Education, Special Interest Program, Tech Voc, SHS, Kinergarten					
	BIDA SILA Implementation	1	1	100%			
	Provision of TA for SPED	1	1	100%			
	Remedial Classes	1	1	100%			
	Conduct of Oral Reading Test	1	1	100%			
	Utilization of Little Free Library	1	1	100%			
	ESWM	1	1	100%			
	Home Visit	1	1	100%			
	InFed (ALS)	1	1	100%	64,000.00	50,000.00	78%
	Attendance to IPED National and Regional Trainings & Conference	1	0	0%			
	M&E on IPED Implementation	1	0	0%			
	NSPC Participation	1	1	100%	150,000.00	40,000.00	26.67%
	Division Level Math Challenge	4	2	50%	5,000.00		
	In-house training of CAVRAA Athletes	2	1	50%			
	Sports Training	1	0	0%	100,000.00		
	Division-wide one-day Play Day for KILOS P	1	1	100%			
	SALT Implementation	1	0	0%	80,000.00	0	0%
	<b>Initiated, directed and led in managing the development of local curriculum materials and programs</b>						
	Quarterly Needs Assessment	1	1	100%			
	Writeshop	1	0	0%			
	Quality Assurance	1	1	100%			
	Validation/Pilot Testing	1	1	100%			

	Production	1	1	100%			
	<b>Recommended evaluation of applications for new schools, separation of annexes, integration of schools, permit/ recognition</b>						
	Integration (VES)	1	1	100%			
	Permit to operate (SDC)	1	1	100%			
	<b>Conducted periodic visits to public and private schools and learning centers to check compliance with standards in the implementation of curricular requirements and programs/projects</b>	30	30	100%			
<b>Human Resource Development &amp; Management</b>	<b>Managed hiring, placing, and evaluating all division supervisors as well as all employees in the division, both teaching and non-teaching personnel including school heads</b>						
	100% filled up items and all underwent orientation/HRMO	26	26	100%			
	<b>Evaluated performance of Chiefs, Supervisors, Principals, and other direct reports; evaluated performance of ASDS and recommended to ARD</b>						
	OPCRs	3	3	100%			
	IPCRs	63	63	100%			
	Summary of OPCR and IPCR (HRMO)	66	66	100%			



	<b>Reviewed implementation of INSET and or LC Improvement Plan</b>						
	Quarterly Review (Plan, Accomplishment)	1	1	100%			
	<b>Evaluated and approved administrative matters such as leave forms, authority to travel and daily time record</b>						
	Processing and approval of: DTR, Form 6, Travel Orders						
	DTR	3	3	100%			
	Form 6	3	3	100%			
	Travel Order	3	3	100%			
	<b>Approved appointments and deployments, evaluated and recommended personnel actions (promotions, transfers, reassignments and reinstatements and dropping from the rolls) on all SDO personnel except ASDS</b>						
	100% of personnel actions were approved						
	Personnel actions on appointments:	26	26	100%			
	Promotions	11	11	100%			
	Transfers	2	2	100%			
	Reassignment	None					
	Reinstatement	1	1	100%			
	Dropping from rolls	None					
	<b>Spearheaded the planning, implementation of a comprehensive Professional Learning and Development programs for teaching and non-teaching personnel</b>						
	L&Ds	3	3	100%	252,450.00	237,522.00	94%

	Acted on administrative actions against non-teaching personnel in their respective schools	0	0				
	Commenced administrative proceedings motu proprio in case of non-teaching personnel within their jurisdiction	0	0				
	Acted on complaints brought before his office, including appointing an investigator/s who shall conduct fact-finding investigation or preliminary investigation	0	0				
	Chaired formal investigating committee when the respondent is a teacher	0	0				
<b>Resource management</b>	<b>Supervised the division office management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources</b>						
	Number of schools and Learning Centers monitored with proper reporting of the generation and utilization of funds vs. targets Coordination Meeting	1	0	0%			
	Monitoring & Evaluation	100% of all NCA (Monthly Report of Disbursement	43,970,054.80/43,970,278.00	100.00%			
	BUR	100%	26.23%	26.23%			
	DUR	100%	78.15%	78.15%			



	Percentage of claims of payments of salaries and benefits and reimbursements processed vs. target population number of incoming requests	3	3	100.00%			
	Percentage of distribution of national fund allotments to school and LCs vs. target population Liquidation Report	56	30	53.57%			
	Financial Report	4	4	100.00%			
	<b>Exercised general administration and supervision of properties both fixed and movable within his/her jurisdiction, and approved the allocation/use and/or acquisition/procurement of goods and services for instructional and non-instructional purposes, including repairs, maintenance, rehabilitation and construction of education facilities, subject to existing rules and regulations</b>						
	Preventive Maintenance Plan	1	1	100%			
	Functioned as Head of Procuring Entity (HoPE) adhering to rules and regulations	3	3	100%			
	<b>Prepared and recommended approval of budgets of schools within the schools division to the provincial/city board and conferred with them on matters affecting school school appropriations and disbursements</b>	100% SEF Approved	1	100%			

Partnership and Linkages	Served as co-chair of the Provincial/City School Board and/or acted as officer/member of other bodies as provided by law						
	Quarterly Meeting of the SEF Board(Minutes, Notice of Meeting)	1	1	100%			
	Accepted grants and donations, bequests, and other forms of assistance from various donors and benefactors of basic education						
	MOAs/MOUs	12	31	100%			
	DoD	20	64	100%			

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REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

**SCHOOLS DIVISION OF BATANES**  
Consolidated Quarterly Accomplishment Report  
January to March 2020

KRA	OUTPUTS	INDICATORS	MOV's	TARGETS	PHYSICAL ACCOMPLISHMENTS	% OF ACCOMPLISHMENT VS TARGET	GAIN	GAP	TOTAL PHYSICAL ACCOMPLISHMENT	IMPLEMENTATION ISSUES	SOLUTION
Strategic Management & Operations	Led in the development and implementation of policies, research agenda and Division Education Development Plan (DEDP)/ strategic plan for the entire schools division										
	DEDP Reviews	No. of DEDP Review conducted	Memo/ Accomplishment Report	1	1	100%			1		
	Operational Planning	No. of conducted activity	Memo/ Accomplishment Report	1	1	100%			1		

	DMEA	No. of conducted activity	Memo/ minutes of meeting/ DMEA Report	1	0	0%			1	0	Not conducted due to the Enhanced Community Quarantine	All sections were required to prepare and submit their DMEA reports
	<b>Initiated the implementation of programs and initiatives anchored on evidence based planning, in collaboration with OSDS, CID and SGOD to ensure quality and accesible education in schools and LGs</b>											
	Child Mapping	No. of mapping activities	List from schools	1	1	100%				1		
	Early Registration (Online LIS Monitoring)	No. of Early Registration Activity	Report	1	1	100%				1		
	BIDA SILA Implementation	No. of monitoring conducted	FM-CID-003	1	1	100%				1		
	Provision of TA for SPED	No. of activity conducted	FM.CID-012	1	1	100%				1		
	Remedial Classes	No. of monitoring conducted	FM-CID-003	1	1	100%				1		
	Conduct of Oral Reading Test	No. of test administered	Division Memo/ Terminal Report	1	1	100%				1		
	Utilization of Little Free Library	No. of monitoring conducted	FM-CID-003	1	1	100%				1		
	ESWM	No. of monitoring conducted	FM-CID-003	1	1	100%				1		



	Home Visit	No. of activity conducted	FM-CID-003	1	1	100%			1		
	InFed (ALS)	No. of activity conducted	Terminal Report	1	1	100%			1		
	Attendance to IPED National and Regional	No. of attendance	Memo & travel order	1	0	0%		1	0		
	M&E on IPED Implementation	No. of activity conducted	FM-CID-003	1	0	0%		1	0		
	NSPC Participation	No. of participation	Memo/ travel order	1	1	100%			1		
	Division Level Math Challenge	No. of activity conducted	Division Memo/Accomplishment Report	4	2	50%		2	2	Not conducted due to ECO	
	In-house training of CAVRAA Athletes	No. of activity conducted	Division Memo	2	1	50%		2	1	Not conducted due to ECO	
	Sports Training	No. of attendance	Memo/ travel order	2	1	50%		1	1	Not conducted due to ECQ	
	Division-wide one-day Play Day for KILOS P	No. of conducted activity	Memo/ Terminal Report	1	1	100%			1		
	SALT Implementation	No. of monitoring conducted	FM-CID-003	1	0	0%		1	0	Not conducted since funds have not been	To be conducted upon release of fund
	<b>SBM</b>										
	Regional Monitoring on SBM level of practice	No. of monitoring conducted		1	0	0%		1	0	Not conducted due to ECQ	Wait for further notice from the Regional Office
	<b>School Building Program</b>	No. of monitoring		12	12	100%			12		

	<b>Policy and Research</b>										
	Finalization of Division Research Agenda	No. of crafted research agenda	Research Agenda	1	1	100%			1		
	Meeting cum TA and Monitoring on the	No. of meeting/TA conducted	Terminal Report	2	2	100%			2		
	<b>National Assessment</b>										
	Orientation & conduct of NAT G6	No. of test administered	Memo & Report	1	1	100%			1		
	Orientation & conduct of NAT G10	No. of test administered	Memo & Report	1	1	100%			1		
	Orientation and conduct of ELLNA	No. of test administered	Memo & Report	1	1	100%			1		
	Administration of A&E	No. of test administered		1	0	0%		1	1	Not conducted due to ECQ	
	Administration of Project CHECK	No. of test administered	Division Memo	1	1	100%			1		
	Administration of EPT			1	0	0		1	0	Not conducted due to ECQ	
	<b>Fitness and Schools Sports</b>										
	Project SHAPE	No. of program implemented	Monthly Report	3	2	66%		1	2	Did not conduct for the month of March due to ECQ	Drop targets for March



	<b>Supervised the implementation of quality assurance processes on SIP, SBM and other programs and projects as basis for continuous improvement</b>										
	TA & Monitoring on SBM Level of Practice	No. of activity conducted	Report	1	1	100%			1		
	<b>Managed the operationalization of the Management Information System (MIS) and supervised the implementation of ICT flagship programs, projects, activities and initiatives</b>										
	PMIS	No. of conducted activity	Terminal Report	1	1	100%			1		
	<b>Exercised general supervision, progress monitoring, regular evaluation and reporting in raising public awareness on disaster risk</b>										
	NSED	No. of Earthquake Drill implemented	Accomplishment Report	1	0	0%		1	0	Not conducted due to the ECQ	Drop the target for 1st Quarter
	DRRM Annual Plan vs. Accomplishment	No. of Plan Submitted	Annual Plan	1	1	100%			1		

	<b>Led and supervised the implementation of health &amp; nutrition programs &amp; services and in the development of policies and research agenda in the enhancement of healthy lifestyle habits for school and non-school based environment</b>										
	OK sa DepEd Components	No. of monitoring conducted	Monitoring Report	10	10	100%			10		
	Wellness Program (SHAPE)	No. of Wellness Program conducted	Accomplishment Report	3	2	66%		1	2	Did not conduct for the month of March due to ECO	Drop the target for the month of March
	Annual Plan (1st Quarter) vs. Accomplishments (4th quarter)	No. of Plan accomplished	Annual Plan	1	1	100%			1		
	<b>Ensured coordination with DFTAT for the provision of TA for the Division &amp; schools and learning centers</b>										
	Provision of TA	No. of activity conducted		2	2	100%			2		

Curriculum and Instruction Management	<b>Supervise the operations of all public and private pre-schools, elementary, secondary, integrated schools and learning centers in the schools and learning centers in the schools division and promoted awareness of and adherence by all schools and LCs to accreditation standards</b>										
	Supervision	No. of supervision conducted	IS Report	90	90	100%			90		
	<b>Organized, developed, directed and administered the Schools Division and exercised general supervision over basic education and non school-based education programs in the schools division</b>			12 PAPS + Inclusive Education, Special Interest Program, Tech Voc, SHS, Kinergarten							
	BIDA SILA Implementation	No. of monitoring conducted	FM-CID-003	1	1	100%			1		
	Provision of TA for SPED		FM.CID-012	1	1	100%			1		
	Remedial Classes	No. of monitoring conducted	FM-CID-003	1	1	100%			1		
	Conduct of Oral Reading Test	No. of test administered	Division Memo/ Terminal Report	1	1	100%			1		
	Utilization of Little Free Library	No. of monitoring conducted	FM-CID-003	1	1	100%			1		



ESWM	No. of monitoring conducted	FM-CID-003	1	1	100%			1	
Home Visit	No. of activity conducted	FM-CID-003	1	1	100%			1	
InFed (ALS)	No. of activity conducted	Terminal Report	1	1	100%			1	
Attendance to IPED National and Regional Trainings & Conference	No. of attendance	Memo & travel order	1	0	0%		1	0	Not conducted due to ECO
M&E on IPED Implementation	No. of activity conducted	FM-CID-003	1	0	0%		1	0	Not conducted due to ECQ
NSPC Participation	No. of participation	Memo/ travel order	1	1	100%			1	
Division Level Math Challenge	No. of activity conducted	Division Memo/Accomplishment Report	4	2	50%		2	2	Not conducted due to ECQ
In-house training of CAVRAA Athletes	No. of activity conducted	Division Memo	2	1	50%		1	1	Not conducted due to ECQ
Sports Training	No. of attendance	Memo/ travel order	1	0	0%		1	0	Not conducted due to ECQ
Division-wide one-day Play Day for KILOS P	No. of conducted activity	Memo/ Terminal	1	1	100%			1	

	SALT Implementation	No. of monitoring conducted	FM-CID-003	1	0	0%		1	0	Not conducted since funds have not downloaded	To be conducted upon release of funds
	<b>Initiated, directed and led in managing the development of local curriculum materials and programs</b>										
	Quarterly Needs Assessment	No. of conducted activity	Needs Assessment Report	1	1	100%			1		
	Writeshop	No. of Writeshop conducted	Accomplishment Report	1	0	0%		1	0	conducted due to ECQ	Carry Over
	Quality Assurance	No. of QA activity conducted	Accomplishment Report	1	1	100%			1		
	Validation/Pilot Testing	No. of pilot testing conducted	Evaluation Sheet	1	1	100%			1		
	Production	No. of activity conducted	Terminal Report	1	1	100%			1		
	<b>Recommended evaluation of applications for new schools, separation of annexes, integration of schools, permit/ recognition</b>										
	Integration (VES)	No. of school granted	Permit	1	1	100%			100%		
	Permit to operate (SDC)	No. of school granted	Permit	1	1	100%			100%		

	<b>Conducted periodic visits to public and private schools and learning centers to check compliance with standards in the implementation of curricular requirements and programs/projects</b>	No. of visit	Monitoring Report	30	30	100%			30		
<b>Human Resource Development &amp; Management</b>	<b>Managed hiring, placing, and evaluating all division supervisors as well as all employees in the division, both teaching and non-teaching personnel including school heads</b>										
	100% filled up items and all underwent orientation/HRMO	No. of personnel	Oath of Office	26	26	100%			26		
	<b>Evaluated performance of Chiefs, Supervisors, Principals, and other direct reports; evaluated performance of ASDS and recommended to APD</b>										
	OPCRs	No. of OPCR's evaluated	Report	3	3	100%			3		
	IPCRs	No. of OPCR's evaluated	Report	63	63	100%			63		
	Summary of OPCR and IPCR (HRMO)	No. of OPCR's evaluated	Report	66	66	100%			66		
	<b>Reviewed implementation of INSET and or LC Improvement Plan</b>										
	Quarterly Review (Plan, Accomplishment)	No. of reviewed plan	INSET Plan	1	1	100%			1		



	<b>Evaluated and approved administrative matters such as leave forms, authority to travel and daily time record</b>										
	Processing and approval of: DTR, Form 6, Travel Orders	No. of approved reports	Summary Report of DTR, Form 6 and Travel Orders								
	DTR		Summary Report	3	3	100%			3		
	Form 6		Summary Report	3	3	100%			3		
	Travel Order		Summary Report	3	3	100%			3		
	<b>Approved appointments and deployments, evaluated and recommended personnel actions (promotions, transfers, reassignments and reinstatements and dropping from the rolls) on all SDO personnel except ASDC</b>										
	100% of personnel actions were approved										
	Personnel actions on appointments:		Report on appointments issued	26	26	100%			26		
	Promotions	No. of promotions acted	Report on appointments issued	11	11	100%			11		
	Transfers	No. of transfers acted	Report on appointments issued	2	2	100%			2		

	Reassignment	No. of reassignment acted		None							
	Reinstatement	No. of reinstatements acted	Report on appointments issued	None							
	Dropping from rolls	No. of dropping from rolls acted		None							
	<b>Spearheaded the planning, implementation of a comprehensive Professional Learning and Development programs for teaching and non-teaching personnel</b>										
	L&Ds	No. of L&D conducted	Completion Report	3	3				3		
	Acted on administrative actions against non-teaching personnel in their respective schools	No. of complaints acted	Grievance Report								
	Commenced administrative proceedings motu propio in case of non-teaching personnel within their jurisdiction	No. of administrative proceedings conducted	Report	0	0						
	Acted on complaints brought before his office, including appointing an investigator/s who shall conduct fact-finding investigation or preliminary investigation	No. of complaints acted	Report	0	0						
	Chaired formal investigating committee when the respondent is a teacher	No. of investigation conducted	Report	0	0						


Resource management	Supervised the division office management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial										
	Number of schools and Learning Centers monitored with proper reporting of the generation and utilization of funds vs. targets	No. of Coordination Meeting conducted	Reports on training and budget planning	1	0	0%		1	0	Not conducted due to ECQ	To be conducted after the ECQ
		No. of monitoring and Evaluation Reports	Monitoring and Evaluation Reports	100% of all NCA (Monthly Report of Disbursement)	43,970,054.80/43,970,278.00	100.00%					
		BUR	Guidelines and utilization of funds	100%	26.23%	26.23%		73.77%	26.23%		Continue spending
		DUR	Guidelines and utilization of funds	100%	78.15%	78.15%		21.85%	78.15%		
	Percentage of claims of payments of salaries and benefits and reimbursements processed vs. target population number of incoming requests	No. of summary report of processed DV	Payroll/ DV/ Summary Report	3	3	100.00%					
	Percentage of distribution of national fund allotments to school and LCs vs. target population	No. of liquidation reports of schools	liquidation reports	56	30	53.57%		30	53.57%		



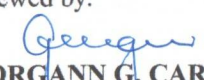
		No. of financial Report	Financial report	4	4	100.00%		4.00	100.00%		
	<b>Exercised general administration and supervision of properties both fixed and movable within his/her jurisdiction, and approved the allocation/use and/or acquisition/procurement of goods and services for instructional and non-instructional purposes, including repairs, maintenance, rehabilitation and construction of education facilities, subject to existing rules and</b>										
	Preventive Maintenance Plan	No. of plan prepared	Preventive Maintenance Plan	1	1	100%			1		
	Functioned as Head of Procuring Entity (HoPE) adhering to rules and regulations	No. of summary report	Monthly Report	3	3	100%			3		
	<b>Prepared and recommended approval of budgets of schools within the schools division to the provincial/city board and conferred with them on matters affecting school school appropriations and disbursements</b>	Recommended to the SEF Board the approval and utilization of the 1.2M SEF Budget	SEF approved allotment SEF Quarterly Reports Minutes of Meeting	100% SEF Approved	1	100%			1		

Partnership and Linkages	Served as co-chair of the Provincial/City School Board and/or acted as officer/member of other bodies as provided by law										
	Quarterly Meeting of the SEF Board(Minutes, Notice of Meeting)	No. of Meeting conducted	Notice of meeting, minutes of meeting	1							
	Accepted grants and donations, bequests, and other forms of assistance from various donors and benefactors of basic education										
	MOAs/MOUs	No. of MOAs/MOUs entered	Quarterly summary report	12	31	100%	19		31		
	Deed of Donations	No. of DoD	Quarterly summary report	20	64	100%	44		64		

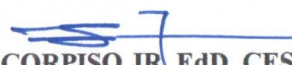
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Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

**Report Template 1: Physical and Financial Accomplishment Report**

KRA	OUTPUTS	PHYSICAL ACCOMPLISHMENT			FINANCIAL ACCOMPLISHMENT		
		TARGETS	PHYSICAL ACCOMPLISHMENT	% OF ACCOMPLISHMENT VS. TARGETS	TARGETS	FINANCIAL ACCOMPLISHMENTS	% OF ACCOMPLISHMENT VS. TARGETS
Strategic Management & Operations	Led in the development and implementation of policies, research agenda and Division Education Development Plan (DEDP)/ strategic plan for the entire schools division						
	DMEA	1	1	100%	13500	11,400	84%
	Research Forum	1	0	0%			
	<b>Program Implementation</b>						
	<b>1. Alternative Learning System</b>						
	Administration of A&E						
	Home Visit	2	9	100%			
	Enhancing ALS K to 12 Curriculum	1	0	0%			
	<b>2. Tech Voc</b>						
	Conducted M&E on the implementation of ESWM	3	3	100%			

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	<b>3. School Health &amp; Nutrition</b>						
	Monitoring of OK sa DepEd Program	6	1	16%			
	<b>4. School Building Program</b>						
	Monitoring of school facilities	3	3	100%			
	<b>5. Policy and Research</b>						
	Production, utilization and dissemination of Research Completed	12	9	75%			
	Quality assurance and evaluation of research output	1	1	100%			
	Capability Enhancement cum Orientation Workshop on Research & Innovation Standards	1	0	0%			
	<b>MIS/LIS/ EBEIS</b>						
	Intensifying the implementation of the online LIS encoding for BOSY & EOSY	1	1	100%			
	<b>Assessment</b>						
	Administered Project CHECK	1	1	100%	(MOOE-supplies)		
	Analyzed result of Project Test	1	1	100%	(MOOE-supplies)		
	<b>6. Fitness and Schools Sports</b>						
	Project SHAPE	1	1	100%			
	Conduct of Pre-palarong Pambansang activities	1	0	0%	200,000 (funds not downloaded (charged to PGO)		
	Ivatan Olympics	1	0	0%			
	<b>Managed the operationalization of the Management Information System (MIS) and supervised the implementation of ICT flagship programs, projects, activities and initiatives</b>						
	Intensifying the implementation of the online LIS encoding for BOSY & EOSY	1	1	100%			

	<b>Exercised general supervision, progress monitoring, regular evaluation and reporting in raising public awareness on disaster risk reduction management that is consistent with local and national planning</b>						
	NSED	1	0	0%			
	<b>Led and supervised the implementation of health &amp; nutrition programs &amp; services and</b>						
	<b>Health &amp; Nutrition Activities</b>						
	Dental Services	4	0	0%			
	Wellness Program (SHAPE)	3	0	0%			
	<b>Ensured coordination with DFTAT for the provision of TA for the Division &amp; schools and learning centers</b>						
	Provision of TA	7	7	100%			
Curriculum and Instruction Management	<b>Supervise the operations of all public and private pre-schools, elementary, secondary, integrated schools and learning centers in the schools and learning centers in the schools division and promoted awareness of and adherence by all schools and LCs to accreditation standards</b>						
	Supervision	30	0	0%			
	Monitoring & Evaluation	30	30	100%	15,000.00	16,700	100%
	<b>Initiated, directed and led in managing the development of local curriculum materials and programs</b>						
	Quarterly Needs Assessment	4			(charged to M&E)		
	Writeshop	1	1	100%			



	Quality Assurance	10	10	100%			
	Validation/Pilot Testing	5	0	0%			
	Production	5	0	0%			
	<b>Conducted periodic visits to public and private schools and learning centers to check compliance with standards in the implementation of curricular requirements and programs/projects</b>	30	30	100%			
<b>Human Resource Development &amp; Management</b>	<b>Managed hiring, placing, and evaluating all division supervisors as well as all employees in the division, both teaching and non-teaching personnel including school heads</b>						
	Filled up items and all underwent orientation	10	10	100%			
	<b>Evaluated performance of Chiefs, Supervisors, Principals, and other direct reports; evaluated performance of ASDS and recommended to ARD</b>						
	OPCRs	16	0	0%			
	Summary of OPCR and IPCR (HRMO)	1	0	0%			
	<b>Reviewed implementation of INSET and or LC Improvement Plan</b>						
	Quarterly Review (Plan, Accomplishment)	1	1	100%			



	<b>Evaluated and approved administrative matters such as leave forms, authority to travel and daily time record</b>						
	Processing and approval of: DTR, Form 6, Travel Orders	3 (Summary report of DTR, Form 6 & Travel Orders)	3	100%			
	ISO Form of SDS (1 summary per month)	3	3	100%			
	<b>Approved appointments and deployments, evaluated and recommended personnel actions (promotions, transfers, reassignments and reinstatements and dropping from the rolls) on all SDO personnel except ASDS</b>						
	100% of personnel actions were approved						
	Personnel actions on appointments:						
	Promotions	16	16	100%			
	Transfers	0	0				
	Reassignment	0	0				
	Reinstatement	0	0				
	Dropping from rolls	0	0				

	<b>Spearheaded the planning, implementation of a comprehensive Professional Learning and Development programs for teaching and non-teaching personnel</b>		0				
	L&Ds	2	0	0%			
	<b>Acted on administrative actions against non-teaching personnel in their respective</b>	0					
	Commenced administrative proceedings motu proprio in case of non-teaching personnel within their jurisdiction						
	Acted on complaints brought before his office, including appointing an investigator/s who shall conduct fact-finding investigation or preliminary investigation						
	Chaired formal investigating committee when the respondent is a teacher						
	Created committee	1					
Resource management	<b>Supervised the division office management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the division and schools</b>	100% Budget Utilization Rate and 100% Disbursement Utilization Rate	As of June 30, 2020 49.70% BUR, 98.80% DUR	49.70% BUR, 98.80%-DUR			





	Education Summit	1	0	0%			
	No. of recognition conducted	1	1	100%	75,000.00	75,000.00	100%
	BE Awarding	1	0	0%			
	<b>Spearheaded establishment and sustainability of partnership and linkages programs with LGUs, NGOs, Gos, and other agencies</b>						
	Brigada Eskwela Implemenation	27	27	100%	90,000.00	24,150.00	26%
	Brigada Eskwela Kick-off	1	2	100%			
	BE Week Monitoring	1	1	100%			
	BE Division Evaluation	1	0	0%			
	Regional Orientation	1	0	0%			

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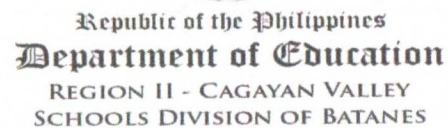
Assistant Schools Division Superintendent

OIC-Office of the Schools Division Superintendent

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	<b>1. Alternative Learning System</b>										
	Home Visit	No. of home visitation	Home Visitation	2	9	100%	7				
	Enhancing ALS K to 12 Curriculum	Percentage of completers	June	1	0	0%	1	0	Not conducted due to COVID-19		
	<b>2. Tech Voc</b>										
	Conducted M&E on the implementation of ESWM	No. of monitoring conducted	Accomplishment Report	3	3	100%	3				
	<b>3. School Health &amp; Nutrition</b>										
	Monitoring of OK sa DepEd Program 1. Water Sanitation and Hygiene in School (WiNS) 2. Adolescent Reproductive Health 3. School-based Feeding 4. National Drug Education Program 5. Medical Dental Nursing Services 6. School Canteen	No. of monitoring conducted	Monitoring report	6	1 (WiNS)	16%	5	1	Did not monitor OK sa DepEd but focused on COVID-19	Drop targets for the quarter but continue for the next quarters	
	<b>4. School Building Program</b>										
	Monitoring of school facilities	No. of monitoring conducted	Monitoring report	3	3	100%		3			
	<b>5. Policy and Research</b>										
	Production, utilization and dissemination of Research Completed	No. of approved research completed	Completed Research	12	9	75%	3	9	Due to COVID-19	Letter of extension requested to RDRRC	



	Quality assurance and evaluation of research output	No. of QA & Evaluation of activities of research outputs	Completion Report	1	1	100%			1		
	Capability Enhancement cum Orientation Workshop on Research & Innovation Standards	No. of CapB conducted	Terminal report	1	0	0%		1	0	Not conducted due to COVID-19	Reschedule
	<b>MIS/LIS/ EBEIS</b>										
	Intensifying the implementation of the online LIS encoding for BOSY & EOSY	No. of orientation workshop/meeting activities conducted	EOSY Online Updating Status	1	1	100%			1		
	<b>Assessment</b>										
	Administered Project CHECK (Continuing High Performance by Evaluating the Competencies)	No. of assessment made	Memorandum	1	1	100%					
	Analyzed result of Project Test	No. of analyzed results	Test Result Analysis	1	1	100%					
	<b>6. Fitness and Schools Sports</b>										
	Project SHAPE (Sports, and Health Activities for Personnel Enhancement SHAPE)	No. of program implemented	Accomplishment Report	3	0	0%			1	Not conducted due to COVID-19	Drop targets for 2nd Quarter but continue the project for the next quarters
	Conduct of Pre-paloro activities	No. of participation to CAVRAA	Terminal Report	1	0	0%			0	Not conducted due to COVID-19	Drop

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	<b>Health &amp; Nutrition Activities</b>										
	Dental Services	No. of school visits	Monitoring Report	4	0	0%		4		Not conducted due to COVID-19	Drop
	Wellness Program (Project SHAPE)	No. of activity conducted	Accomplishment Report	3	0	0%		3	0	Not conducted due to COVID-19	Drop targets for the quarter but activity will be continued
	<b>Ensured coordination with DFTAT for the provision</b>										
	Provision of TA	No. of TA conducted	Terminal report	7	7	100%			7		
Curriculum and Instruction Management	<b>Supervise the operations of all public and private pre-schools, elementary, secondary, integrated schools and learning centers in the schools and learning centers in the schools division and promoted awareness of and adherence by all schools and LCs to accreditation standards</b>										
	Supervision	No. of IS conducted	Accomplishment Report	30	0	0%		30	0	Change in School Calendar	Rescheduled to Q3



	Monitoring & Evaluation	No. of M&E conducted	Accomplishment Report	30	30	100%					
	<b>Initiated, directed and led in managing the development of local curriculum materials and programs</b>										
	Quarterly Needs Assessment	No. assessment conducted		1	0	0%			0	Not conducted due to COVID-19	Drop
	Writeshop	No. of writeshop conducted	Memorandum attendance sheet	1	1	100%			1		
	Quality Assurance	No. of quality assured LMs	QA Tools	10	10	100%			10		
	Validation/Pilot Testing	No. of Pilot Testing conducted	Validation tool	5	0	0%		5	0	Change in School Calendar	Reschedule for Q3 & Q4
	Production	No. of copies produced	Copies of LMs produced	5	0	0%		5	0	Change in School Calendar	Reschedule for Q3 & Q4
	<b>Conducted periodic visits to public and private schools and learning centers to check compliance with standards in the implementation of curricular requirements and programs/projects</b>	No. of conducted monitoring and evaluation	Monitoring report	30	30	100%			30		

<b>Human Resource Development &amp; Management</b>	<b>Managed hiring, placing, and evaluating all division supervisors as well as all employees in the division, both teaching and non-teaching personnel including school heads</b>										
	Filled up items and all underwent orientation	No. of appointments processed	appointment	10	10	100%			10		
	<b>Evaluated performance of Chiefs, Supervisors, Principals, and other direct reports; evaluated performance of ASDS and recommended to ARD</b>										
	OPCRs	No. of OPCR reviewed	OPCRs	16	0	0%		16	0	Rating for school-based employees is suspended	Rescheduled to July
	Summary of OPCR and IPCR (HRMO)	No. of summary submitted	Summarized report	1	0	0%		1	0	Rating for school-based employees is suspended	Rescheduled to July

	<b>Reviewed implementation of INSET and or LC Improvement Plan</b>										
	Quarterly Review (Plan, Accomplishment)	No. of review conducted	Memorandum	1	1	100%			1		
	<b>Evaluated and approved administrative matters such as leave forms, authority to travel and daily time record</b>										
	Processing and approval of: DTR, Form 6, Travel Orders	No. of approved reports	Summary Report of DTR, Form 6 and Travel Orders	3 (Summary report of DTR, Form 6 & Travel Orders)	3	100%			3		
	ISO Form of SDS (QOM)(1 summary per	No. of summary report submitted	summary report	3	3	100%			3		
	<b>Approved appointments and deployments, evaluated and recommended personnel actions (promotions, transfers, reassignments and reinstatements and dropping from the rolls) on all SDO personnel except ASDS</b>										
	100% of personnel actions were approved										
	Personnel actions on appointments:										
	Promotions	No. of promotions acted	Report on appointments issued	16	16	100%			16	Salaries embedded in the PS	



	Transfers	No. of transfers acted	Report on appointments	0	0						
	Reassignment	No. of reassignment acted		0	0						
	Reinstatement	No. of reinstatements	Report on appointments	0	0						
	Dropping from rolls	No. of dropping from rolls acted		0							
	<b>Spearheaded the planning, implementation of a comprehensive Professional Learning and Development programs for teaching and non-teaching personnel</b>				0						
	L&Ds	No. of L&D conducted	terminal report	2	0	0%		2	0	Not conducted due to COVID-19	Moved to 3rd and 4th quarter
	<b>Acted on administrative actions againsts non-teaching personnel in their respective schools</b>			0	0						
	Commenced administrative proceedings motu propio in case of non-teaching personnel within their jurisdiction	No. of proceedings conducted	Report	0	0						

	Acted on complaints brought before his office, including appointing an investigator/s who shall conduct fact-finding investigation or preliminary investigation	No. of acted complaints	Report	0	0						
	Chaired formal investigating committee when the respondent is a teacher	No. of investigation conducted	Report	0	0						
Resource management	<b>Supervised the division office management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the division and schools</b>	Number of schools and Learning Centers monitored with proper reporting of the generation and utilization of funds vs. targets	Reports on utilization of fund -FARs	100% Budget Utilization Rate and 100% Disbursement Utilization Rate	As of June 30, 2020 49.70% BUR, 98.80%-DUR	49.70% BUR, 98.80%-DUR	0%	50.30% BUR, 1.20%-DUR	As of June 30, 2020 49.70% BUR, 98.80%-DUR	Adjustments of PAPs due to COVID and DBM issuances	Continue Spending
			MRD/RANCA	Target - 100% of all NCA (MRD - Monthly Report of Disbursements)	72,251,744.00/ 72,251,290.60	100.00%	0	0.00%	100%	None	Not Applicable
		Percentage of claims of payments of salaries, benefits and reimbursements processed vs. target population number of incoming requests	Payroll/DVs	205 Approved Disbursement Vouchers	205	100%	0	0	205	None	Not Applicable

		Percentage of distribution of national fund allotments to school and learning centers vs. target population	Financial Statements	3 (General Fund, Trust Fund, Provident Fund)	3	100%	0	0	3	None	Not Applicable
			Liquidation Reports of Schools and Learning Centers	(for January-june) 135 liquidation Reports	105	78.00%		22.00%	100 LR	Due to COVID 19 pandemic, schools have difficulty in utilizing their MOOE and also Due to	Comply with the DepEd Orders and Other relevant issuances to address the current situation and
	Supply Reports	No. of reports submitted	Supply Reports	3	3	100%					
	Functioned as Head of Procuring Entity (HoPE) adhering to rules and regulations	No. of summary report	Monthly Report	3	3	100%					
Partnership and Linkages	<b>Accepted grants and donations, bequests, and other forms of assistance from various donors and benefactors of basic education</b>										
	MOAs/MOUs	No. of MOAs entered	Summary Report of MOAs	12	0	0%		12	0	Due to COVID-19	Drop



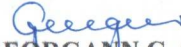
	DoD	No. of Deed of Donation	Summary Report of DoD	20	17			3	17		
	No. of AR of Donations	No. of AR received	Summary Report	60	26	43%		34	26		
	<b>Coordinated and cooperated with local government units and non-government organizations including national government offices on matters affecting schools/LCs and certain community development projects</b>										
	Education Summit	No. of Summit Conducted	Accomplishment Report	1	0	0%		1	0	Not conducted due to COVID-19	Drop
	No. of recognition conducted	Completion Report	Accomplishment Report	1	1	100%			1		
	BE Awarding	No. of Awarding conducted	Accomplishment Report	1	0	0%		1	0	Not conducted due to COVID-19	Modify the activity

	<b>Spearheaded establishment and sustainability of partnership and linkages programs with LGUs, NGOs, Gos, and other agencies</b>										
	Brigada Eskwela Implemenattion	No. of schools implementing BE activities	BE Initial Report (full report will be submitted by August)	27	27	100%			27		
	Brigada Eskwela Kick-off	No. of BE Kick-off conducted	Accomplishm ent Report	1	2	100%	1		2		
	BE Week Monitoring	No. of schools participating in the BE Week	BE Report	1	1	100%			1		
	BE Division Evaluation	No. of division evaluation conducted	Completion report	1	0	0%		1	Not conducted due to COVID-19	Drop	
	Regional Orientation	No. of orientation attended	Report	1	0	0%		1	Not conducted due to COVID-19	Drop	


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SCHOOLS DIVISION OF BATANES

**Report Template 1: Physical and Financial Accomplishment Report**

KRA	OUTPUTS	PHYSICAL ACCOMPLISHMENT			FINANCIAL ACCOMPLISHMENT		
		TARGETS	PHYSICAL	% OF ACCOMPLISHMENT VS. TARGETS	TARGETS	FINANCIAL ACCOMPLISHMENTS	% OF ACCOMPLISHMENT VS. TARGETS
<b>Strategic Management &amp; Operations</b>	Led in the development and implementation of policies, research agenda and Division Education Development Plan (DEDP)/ strategic plan for the entire schools division						
	DMEA	1	1	100%			
	Policy Reviews	1	0	0%			
	<b>Program Implementation</b>						
	<b>Alternative Learning System</b>						
	Infed	1	1	100%			
	Home Visit	1	7	100%			
	<b>IP Education</b>						
	Workshop on the preparation and reproduction of ILPs for Grade 6	1	1	100%	70,322	70,322	100.00%

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	Workshop on Development and reproduction of IP instructional materials for Grade 4	1	1	100%	590,678	580,679	98.31%
	Close monitoring and evaluation of IPED Implementation	3	3	100%	23,565.50	1,000	4%
	Implementation and Observance of Buwan ng Wika	1	1	100%			
	Buwan ng Panitikan (Florentino Hornedo Laji Competition)	1	1	100%	150,000	0	0%
	<b>SBM</b>						
	Division DOD	1	1	100%			
	Recommended for Regional Validation (14 schools)	1	1	100%			
	<b>School Building Program</b>						
	<b>To facilitate the conduct of needs assessment of schools on basic education facilities such as school buildings, furniture and other facilities</b>						
	Update the localized template being used in the crucial resources data (29 schools submitting needs assessment reports on basic education facilities such as school buildings, furniture and other facilities within the prescribed period)	1	1	100%			
	Repair and maintenance of facilities	2	2	100%	70,050	0	0%
	Regular inspection of school buildings	1	1	100%	20,000	0	0%
	Intensifying implementation of BEFF	15	15	100%	12,796,790.76	0	0%
	<b>MIS/LIS/ EBEIS</b>						
	Updated LIS online tagging of learners in their LESF data	2	2	100%			
	Updated school profile of schools in the EBEIS	1	1	100%			
	Monitored compliance of schools and provision of TA in the LIS & EBEIS	3	3	100%			

	<b>Prepared the Division Research Agenda based on the Research Management Guidelines (RMG) standard and oversee its implementation</b>						
	Research Proposals	15	15	100%	50,000	110,000	100%
	QA and Evaluation of Research Outputs	1	1	100%			
	Planning Conference/meeting on DBERC 4.0	1	1	100%			
	Conduct of DBERC 4.0 cum 1st Research Teleconference	1	1	100%	28,300	31,225	100%
	<b>Supervised the implementation of quality assurance processes on SIP, SBM and other programs and projects as basis for continuous improvement</b>						
	Division DOD	1	1	100%			
	Recommend for Regional validation (14 schools)	1	1	100%			
	SIP Appraisal	1	1	100%			
	<b>Exercised general supervision, progress monitoring, regular evaluation and reporting in raising public awareness on disaster risk reduction management that is consistent with local and national planning programs</b>						
	Preparation of TA Report	1	1	100%			
	Provision of TA through planning, monitoring, and evaluation of DRRM CCA, EIE Implementation	7	7	100%	5,625	5,625	100%
	Orientation on MHPSS	1	1	100%	30,000	30,000	100%
	Conduct planning/ update/ TA (Contingency Planning)	1	0	0%			
	<b>Intensified implementation of DRRM</b>						
	National Simultaneous Earthquake Drill (NSED)	27	27	100%			
	Disinfection of school building and facilities	1	1	100%	81,900	81,900	100.00%



	<b>Implemented and managed learner support services such as youth development programs, school health and nutrition</b>						
	Building interest of students Youth Formation Program						
	Leadership Training Caravan	2	1	50%			
	Monitoring of Schools implementing YFP PAPs monitored	1	1	100%			
	<b>Implementation of OK sa DepEd</b>						
	School -based feeding program	1	0	0%	56,000.00	0	0%
	National Drug Education	1	1	100%			
	Adolescent Reproductive Health	1	1	100%			
	Water, Sanitation and Hygiene in schools	1	1	100%			
	School Medical Dental Health Care Services (School-COVID Monitoring)	2	2	100%	3,000	3,000	100%
	Procurement of medical supplies focus on combatting COVID-19	1	1	100%	22,500	22,500	100%
	Procurement of medical dental supplies needed in the school	1	0	0%	230,000	0	0%
	Distribution of Dental IEC Materials	5	2	40%			
	OKD Monitoring	3	3	100%			
	Preparation of SBFP Implementation	1	1	100%			
	BMI Monitoring	1	0	0%			
	<b>Ensured coordination with DFTAT for the provision of TA for the Division &amp; schools and learning centers</b>						
	Coordination meetings	1	1	100%			
	TANA	1	1	100%			
	Provision of TA	1	1	100%			
	Monitoring & Evaluation	1	1	100%			



	Assessment						
	Administration of AERT	1	0	0%	15,000	0	0%
		1	1	100%			
		1	1	100%			
<b>Curriculum and Instruction Management</b>	Implementation of online student tracking system/ manual tracking Grade 10 &12	2	2	100%			
	Monitoring and provision of technical assistance on inclusive and special programs	3	3	100%			
	Intensifying ISME	0					
		30	30	100%			
	Provision of technical assistance along curriculum and instruction	22	22	100%			
	Contextualization of learning materials (Development & Contextualization of LAS)	1	1	100%			
	Distribution of softcopy and materials for reproduction of quality assured materials (SLMs) to all schools	1	1	100%	12,365,090.38	1,305,666.43	11%
	Validation of locally developed materials	1	1	100%	1,000	1,000	100%
	Distribution of centrally procured learning materials	1	1	100%			
	Quality assurance of contextualized K-3 SLM	1	1	100%	72,000	72,000	100%
	Training on Mastery on the Use of Graphic Tablet in Making Illustrations on developed learning materials	1	1	100%	31,216	31,216	100%
<b>Human Resource Development &amp; Management</b>	<b>Managed hiring, placing, and evaluating all division supervisors as well as all employees in the division, both teaching and non-teaching personnel including school heads</b>						
	Implemented an Innovation on the Improvement of the Hiring Process	1	0	0%			

	Preparation of Report on Personnel Actions (Showing date of receipt and actions made)	1	1	100%			
	Preparation of Report of Administrative Actions against Non-Teaching Personnel (Quarterly)	1	1	100%			
	Oversees hiring, placing and evaluating all division supervisors and schools district supervisors as well as all employees in the division, both teaching and non-teaching personnel, including schoolheads, except for the assistant division superintendent	1	1	100%			
	Conduct Orientation to newly hired/promoted	3	3	100%			
	Regular individual updating of personnel records and files;	65	65	100%			
	Conduct IPCR Review/Mentoring and IPCR	1	0	0%			
	Preparation of reports on commenced administrative proceedings motu pro in case of non-teaching personnel within the jurisdiction	1	0	0%			
	No. of Reports on acted complaints brought before his office	0	0	100%			
	Process payroll of SEF paid JO	3	3	100%			
	<b>Spearheaded the planning, implementation of a comprehensive Professional Learning and Development programs for teaching and non-teaching personnel</b>						
	Implementation of L & D Activities	3	3	100%			
	Rewards: 2020 Mapya Palialitan Awards	1	0	0%			
	Recognizing Deserving Employees	1	1	100%			
	Acted on complaints brought before his office, including appointing an investigator/s who shall conduct fact-finding investigation or preliminary investigation						



	Chaired formal investigating committee when the respondent is a teacher	0	0	100%			
<b>Resource management</b>	Provided the SDO management with economical efficient and effective accounting and budgeting services to ensure the cost-effective utilization of the financial resources of the schools division and schools	1	1	100%			
		100% Budget Utilization Rate and 100% Disbursement Utilization Rate	As of Sept. 30, 2020 64.90% BUR, 97.78% -DUR	64.90% BUR, 97.78% - DUR			
		Target - 100% of all NCA(MRD) - Monthly Report of Disbursements)	41,426,049.00 /41,425,91.47	100%			
		205 approved disbursement vouchers	177	100%			
		3 (General Fund, Trust Fund, Provident Fund)	3	100%			
		For (January to September)	151	79%			
	Regular evaluation of suppliers/ contractors' performance	1	1	100%			
	Preparation and Conduct of Preventive Maintenance Report Conducted (General Services)	3	3	100%			
	Preparation and Conduct of Preventive Maintenance Report Conducted (ICT)	3					
	Exercises general administration and supervision of properties both fixed and movable within his/her jurisdiction, and approve the allocation/use and/or acquisition/procurement of goods and services for instructional and non-instructional purposes, including repairs, maintenance, rehabilitation and construction of education facilities, subject to existing rules and regulations	1	1	100%			
		1	1	100%			
	Preparation of PSIPOP Updating Report	1	1	100%			

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<b>Partnership and Linkages</b>	Accept grants, donations and other forms of assistance from various donors & benefactors (20/quarter MOU, MOA, DOD, DO, AR)	1	1	100%			
	PTA Officers Conference	1	0	0%	15,600	0	0%
	Coordination Meeting (School Heads and ASP Coordinator)	1	0	0%	24,100	0	0%
	<b>Strengthened implementation of ASP</b>						
	Online orientation of school heads on ASP and Partnership Linkages	1	1	100%	11,100	11,100	100%
	Brigada Eskwela Activities	2	2	100%	20,500	0	0%

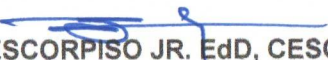
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Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY  
 SCHOOLS DIVISION OF BATANES

**SCHOOLS DIVISION OF BATANES**  
 Consolidated Quarterly Accomplishment Report  
 July to September 2020

KRA	OUTPUTS	INDICATORS	MOVs	TARGETS	PHYSICAL ACCOMPLISHMENTS	% OF ACCOMPLISHMENT VS TARGET	GAIN	GAP	TOTAL PHYSICAL ACCOMPLISHMENT	IMPLEMENTATION ISSUES	SOLUTION
Strategic Management & Operations	Led in the development and implementation of policies, research agenda and Division Education Development Plan (DEDP)/ strategic plan for the entire schools division										
	DMEA	No. of conducted activity	DMEA Report Memo	1	1	100%			1		
	Policy Reviews	No. of policy review conducted	Memo	1	0	0%		1	0	Postponed due to just	Moved to October
	Program Implementation										
	Alternative Learning System										
	Infed	No. of bsic skills trainings conducted by CLC	Infed Report	1	1	100%			1		



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	To facilitate the conduct of needs assessment of schools on basic education facilities such as school buildings, furniture and other facilities										
	Update the localized template being used in the crucial resources data (29 schools submitting needs assessment reports on basic education facilities such as school buildings, furniture and other facilities within the prescribed period)	No. of report on basic education facilities such as school buildings, furniture and other facilities within the prescribed period	inspection report	1	1	100%			1		
	Repair and maintenance of facilities	No. of Monthly Report on Repair and Maintenance of Facilities	Inspection report	2	2	100%			2		
	Regular inspection of school buildings	No. of report on inspection of school buildings	Inspection report	1	1	100%			1		
	Intensifying implementation of BEFF	No. of Monitoring Activities conducted/Progress Report	procurement report/PPMP, WFP, POW, DESIGN PLANS	15	15	100%			15		
	<b>MIS/LIS/ EBEIS</b>										
	Updated LIS online tagging of learners in their LESF data	Report	Online Status Report	2	2	100%			2		
	Updated school profile of schools in the EBEIS	Report	Online Status Report	1	1	100%			1		
	Monitored compliance of schools and provision of TA in the LIS & EBEIS	Report	Online Status Report	3	3	100%			3		



	Prepared the Division Research Agenda based on the Research Management Guidelines (RMG) standard and oversee its implementation										
	Research Proposals	No. of approved proposals	Memo of Approved BERF proposals	15	15	100%	6	0	21		
	QA and Evaluation of Research Outputs	No. of QA and Evaluation Activities of Research Outputs	Memo of QA and evaluation activity	1	1	100%	0	0	1		
	Planning Conference/meeting on DBERC 4.0	No. of planning conference/meeting on DBERC 4.0	Memo	1	1	100%	1	0	1		
	Conduct of DBERC 4.0 cum 1st Research Teleconference	No. of research conference conducted	Memo/Activity Proposal	1	1	100%	0	0	1	Originally targetted for 4th quarter but implemented in Sep. due to the rescheduled Opening of Classes	
	Supervised the implementation of quality assurance processes on SIP, SBM and other programs and projects as basis for continuous improvement										
	Division DOD	No. of DOD conducted	DOD Report	1	1	100%			1		
	Recommend for Regional validation (14 schools)	No. of report on schools recommended for Regional validation	Recommendation Letter	1	1	100%			1		

	SIP Appraisal	No. of Report on SIP Review and Appraisal	SIP Appraisal Report	1	1	100%			1		
	<b>Exercised general supervision, progress monitoring, regular evaluation and reporting in raising public awareness on disaster risk reduction management that is consistent with local and national planning programs</b>										
	Preparation of TA Report	No. of Complete TA Report Prepared	TA Report	1	1	100%			1		
	Provision of TA through planning, monitoring, and evaluation of DRRM CCA, EiE Implementation	No of TA conducted	TA Report	7	7	100%			7		
	Orientation on MHPSS	No. of orientation conducted	Accomplishm ent Report	1	1	100%			1		
	Conduct planning/ update/ TA (Contingency Planning)	No. of activity conducted	Accomplishm ent Report	1	0	0%		1	0		
	<b>Intensified implementation of DRRM</b>										
	National Simultaneous Earthquake Drill (NSED)	No. of school conducted NSED	Accomplishm ent Report	27	27	100%			27		
	Disinfection of school building and facilities	No. of activity conducted	Accomplishm ent Report	1	1	100%					



	Implemented and managed learner support services such as youth development programs, school health and nutrition										
	Building interest of students Youth Formation Program										
	Leadership Training Caravan	No. of Leadership Training Conducted	Completion Report	2	1	50%		1	1	ECQ was implemented, thus training was not realized	Move the training to 4th quarter
	Monitoring of Schools implementing YFP PAPs monitored	No. of Monitoring activity conducted	TA Report	1	1	100%			1		
	Implementation of OK sa DepEd										
	School -based feeding program	No. of school activities	a. SBFP Forms	1	0	0%		1	0	No guidelines provided by the Region yet	To be implemented as soon as the guidelines have been downloaded
	National Drug Education	No. of school conducted drug awareness campaign through Radio broadcasting	Photo, hard copy of script	1	1	100%			1		
	Adolescent Reproductive Health	No. conducted Reproductive health campaign through Radio broadcasting		1	1	100%			1		
	Water, Sanitation and Hygiene in schools	No. of monitoring activities	Monitoring tool	1	1	100%			1		
	School Medical Dental Health Care Services (School-COVID Monitoring)	No. of monitoring conducted	Monitoring tool	2	2	100%			2		

	Procurement of medical supplies focus on combatting COVID-19	No. of procurement activities		1	1	100%			1		
	Procurement of medical dental supplies needed in the school	No. of procurement Activities	Purchase documents	1	0	0%			1	Ongoing procurement	
	Distribution of Dental IEC Materials	No. of distribution conducted	Report	5	2	40%		3	2	Conflicting schedules	Accomplish balance to October
	OKD Monitoring	No. of monitoring conducted	monitoring tool	3	3	100%			3		
	Preparation of SBFP Implementation	No. of activity conducted		1	1	100%			1		
	BMI Monitoring	No. of monitoring conducted	Monitoring tool	1	0	0%		1	0	Conflicting schedules	Moved to October
	<b>Ensured coordination with DFTAT for the provision of TA for the Division &amp; schools and learning centers</b>										
	Coordination meetings	No. of meetings conducted	Memo	1	1	100%			1		
	TANA	No. of consolidated TANA	Consolidated TANA	1	1	100%			1		
	Provision of TA	No. of TA conducted	TA Report	1	1	100%			1		
	Monitoring & Evaluation	No. of M&E conducted	Report	1	1	100%			1		
	<b>Assessment</b>										
	Administration of AERT	No. of AERT conducted	Memo/ Accomplishment Report	1	0	0%		1	0	No issuance from CO	Wait for issuance



		No. of EPT orientation conducted	Memo/ Accomplishment Report	1	1	100%			1		
		No. of EPT administered	Memo/ Accomplishment Report	1	1	100%			1		
<b>Curriculum and Instruction Management</b>	Implementation of online student tracking system/ manual tracking Grade 10 & 12	No. of tracking activities	Accomplishment Report	2	2	100%			2		
	Monitoring and provision of technical assistance on inclusive and special programs	No. of monitorings conducted	Monitoring tools	3	3	100%			3		
	Intensifying ISME	No. of IS conducted	FM-CID-006	0					0	No face-face classes	
		No. of conducted M&E	FM-CID-004 FM-CID-005	30	30	100%			30	Movement restriction	Online monitoring
	Provision of technical assistance along curriculum and instruction	No. of TA reports	TA Report	22	22	100%			22		
	Contextualization of learning materials (Development & Contextualization of LAS)	No. of summary report of Contextualized Materials	Summary Report	1	1	100%			1		
	Distribution of softcopy and materials for reproduction of quality assured materials (SLMs) to all schools	No. of Status Report on schools provided with materials for reproduction	Status Report	1	1	100%			1		
	Validation of locally developed materials	No. of Status Report on validated learning materials	Status Report	1	1	100%			1		

	Distribution of centrally procured learning materials	No. of distribution activities	Status Report	1	1	100%			1		
	Quality assurance of contextualized K-3 SLM	No. of activities conducted	Terminal Report	1	1	100%			1		
	Training on Mastery on the Use of Graphic Tablet in Making Illustrations on developed learning materials	No. of CapB conducted	Terminal Report	1	1	100%					
<b>Human Resource Development &amp; Management</b>	<b>Managed hiring, placing, and evaluating all division supervisors as well as all employees in the division, both teaching and non-teaching personnel including school heads</b>										
	Implemented an Innovation on the Improvement of the Hiring Process	Number of Innovation Created in the improvement of hiring Process		1	1	100%	0	0	0		Adopted Online submission and interview of applicants
	Preparation of Report on Personnel Actions (Showing date of receipt and actions made)	Number of Report on Personnel actions prepared	QOM	1	1	100%	0	0	1		
	Preparation of Report of Administrative Actions against Non-Teaching Personnel (Quarterly)	No. of Report of Administrative Actions against Non-Teaching personnel	Letter to employee	1	1	100%	0	0	1		



	Oversees hiring, placing and evaluating all division supervisors and schools district supervisors as well as all employees in the division, both teaching and non-teaching personnel, including schoolheads, except for the assistant division superintendent	Number of Reports on Status of Filling up of vacancies (Teaching and non-teaching)	Deployment report	1	1	100%	0	0	1		
	Conduct Orientation to newly hired/promoted employees	Number of Orientation Meetings conducted	Office Orders	3	3	100%	0	0	3		
	Regular individual updating of personnel records and files;	Number of Report on Updated Service Records	Service Record	65	65	100%			65		
	Conduct IPCR Review/Mentoring and IPCR Rating/Planning for ensuing year	Number of IPCR review conducted		1	0	0%	0	0	0		
	Preparation of reports on commenced administrative proceedings motu pro in case of non-teaching personnel within the jurisdiction	Number of Reports on commenced administrative proceedings motu pro in case of non-teaching personnel within the jurisdiction		0	0	100%	0	0	0		

	No. of Reports on acted complaints brought before his office	Preparation of reports on acted complaints brought before his office, including appointing an investigator/s who shall conduct fact-finding investigation or preliminary investigation									
	Process payroll of SEF paid JO	Number of payroll prepared	Payroll/DVs	3	3	100%	0	0	3	None	N/A
	<b>Spearheaded the planning, implementation of a comprehensive Professional Learning and Development programs for teaching and non-teaching personnel</b>										
	Implementation of L & D Activities	No. of L & D Activities implemented	Approved L & D proposals/completion report	3	3	100%	0	0	3		
	Rewards: 2020 Mapya Palialitan Awards	No. of Awarding rites	Memo on Awarding	1	0	0%	0	0	0	Postponed due to just prevailing ECQ in the locality	Moved to October 2020 ; to be conducted virtually instead of face-to-face
	Recognizing Deserving Employees	No. of recognition rites	Memo/minutes of the meeting/program/ list of awardees	1	1	100%	2	0	3		



	Acted on complaints brought before his office, including appointing an investigator/s who shall conduct fact-finding investigation or preliminary investigation	No. of acted complaints	Report	0	0	100%					
	Chaired formal investigating committee when the respondent is a teacher	No. of formal investigation conducted	Report	0	0	100%					
<b>Resource management</b>	Provided the SDO management with economical efficient and effective accounting and budgeting services to ensure the cost-effective utilization of the financial resources of the schools division and schools	Percentage of schools with seminars and workshop on financial management vs. target	Attendance/Minutes of the meetings conducted and budget proposals	1	1	100%	1	0	1		
		Number of schools and Learning Centers monitored with proper reporting of the generation and utilization of funds vs. target	Reports on utilization of fund FARs	100% Budget Utilization Rate and 100% Disbursement Utilization Rate	As of Sept. 30, 2020 64.90% BUR, 97.78% - DUR	64.90% BUR, 97.78% - DUR	0%	35.10% BUR, 2.22% - DUR	As of Sept. 30, 2020 64.90% BUR, 97.78% - DUR	Adjustments of PAPs due to Covid and DBM issuances	Continue spending
			MRD/RANCA	Target - 100% of all NCA(MRD) Monthly Report of Disbursements)	41,426,049.00 / 41,425,91.47	100%	0	0.00%	100%		

		Percentage of claims of payments of salaries	Payroll/DVs	205 approved disbursement vouchers	177	100%	0	0	177		
		Percentage of distribution of national fund allotments to school and learning centers vs. target population	Financial Statement	3 (General Fund, Trust Fund, Provident Fund)	3	100%	0	0	3	None	Not applicable
			Liquidation Reports of Schools and Learning Centers	For (January to September)	151	79%	0.00%	21.00%	151LRs		
	Regular evaluation of suppliers/ contractors' performance	Number of evaluation of suppliers conducted		1	1	100%	0	0	1	none	N/A
	Preparation and Conduct of Preventive Maintenance Report Conducted (General Services)	Number of Preventive Maintenance Plan Report		3	3	100%	0	0	1	none	N/A
	Preparation and Conduct of Preventive Maintenance Report Conducted (ICT)	Number of Preventive Maintenance Plan Report		3							



	Exercises general administration and supervision of properties both fixed and movable within his/her jurisdiction, and approve the allocation/use and/or acquisition/procurement of goods and services for instructional and non-instructional purposes, including repairs, maintenance, rehabilitation and construction of education facilities, subject to existing rules and regulations	Number of report on inventories conducted	RPCPPE	1	1	100%	0	0	1	None	N/A
		Number of IIRUP submitted	IIRUP	1	1	100%	0	0	1	None	N/A
	Preparation of PSIPOP Updating Report	Number of Report on PSIPOP Updating		1	1	100%					
<b>Partnership and Linkages</b>	Accept grants, donations and other forms of assistance from various donors & benefactors (20/quarter MOU, MOA, DOD, DO, AR)	No. of Reports on MOU/MOA/DOA/DO/AR	Report	1	1	100%			1		
	PTA Officers Conference	No. of orientation to PTA Officers	Accomplishment Report	1	0	0%		1	0	Rescheduled since Mapya Palialitan is scheduled on the 30th	Rescheduled to October
	Coordination Meeting (School Heads and ASP Coordinator)	No. of Coordination meetings conducted	Accomplishment Report	1	0	0%		1	0	Not conducted due to Webinar conducted by the Central Office	Rescheduled to October

	Strengthened implementation of ASP										
	Online orientation of school heads on ASP and Partnership Linkages	No. of orientation conducted	Accomplishment Report	1	1	100%			1		
	Brigada Eskwela Activities	No. of Report on Monitoring of Brigada Eskwela	Accomplishment Report	2	2	100%			2		

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4th Quarter 2020  
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2020



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

**Report Template 1: Physical and Financial Accomplishment Report**

KRA	OUTPUTS	PHYSICAL ACCOMPLISHMENT			FINANCIAL ACCOMPLISHMENT		
		TARGETS	PHYSICAL ACCOMPLISHMENT	% OF ACCOMPLISHMENT VS. TARGETS	TARGETS	FINANCIAL ACCOMPLISHMENTS	% OF ACCOMPLISHMENT VS. TARGETS
<b>Strategic Management and Operations</b>	<b>Led in the development and implementation of policies, research agenda and Division Education Development Plan (DEDP)/ strategic plan for the entire schools division</b>						
	DEDP Review	1	1	100%			
	Conduct of DMEA	1	1	100%	13,500	13,500	100%
	Creation of local policies	1	1	100%			
	<b>Exercised general supervision, progress monitoring, regular evaluation and reporting in raising public awareness on disaster risk reduction management that is consistent with local and national planning programs</b>						
	Monitoring on the integration of DRRM concepts in the lessons and school-based DRRM activities	3	3	100%			

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	On-site validation and provision of TA on DRRM	3	3	100%			
	<b>Provided youth serving schools and organization with responsive, learner-centered, youth oriented policies, guidelines, programs &amp; project to contribute to the holistic development of learners who are values-driven, careeroriented, culturally rooted and socially responsible reference</b>						
	Leadership Training Caravan	2	2	100%	Ride on with other activities		
	Monitoring of SSG/SPG	1	1	100%	Ride on with other activities		
	Best SSG/SPG	1	1	100%			
	<b>Intensified implementation, monitoring and evaluation and reporting of Health and Nutrition Services programs for continual improvement</b>						
	Implementation of OK sa DepEd						
	Orientation on MPHSS	1	1	100%			
	National Drug Education Program	1	1	100%			
	Adolescent Reproductive Health Program	1	1	100%			
	Water, Sanitation, and Hygiene in Schools	7	7	100%			
	School Medical Dental Health Care Services (COVID Monitoring to Schools)	1	1	100%			
	School-based Feeding Program	1	1	100%	156,000.00	156,000.00	100%
	<b>Managed the National School Building Inventory (NSBI) of the schools</b>						
	Implementation of NSBI	1	1	100%	28,700	28,700.00	100%
	<b>Prepared the division research agenda based on Basic Education Research Fund (BERF) standard and oversee its implementation</b>						
	Conduct of Division Basic Research	1	1	100%	31,325.00	31,325	100%



	Recognition of teaching and non teaching of school on RDP	1	1	100%			
	Attendance to RBERC	1	1	100%			
	Research completed	30	30	100%			
	<b>Translated the National Education Plan and framework to operational plan that is suited to context &amp; situation of the region</b>						
	ManCom Meeting	3	3	100%	52,800	52,800	100%
	Execom	3	3	100%	15,960	15,960	100%
	Staff Meeting	3	3	100%	62,400	62,400	100%
	<b>Intensified DepEd SDO employees' welfare</b>						
	Conduct monthly physical fitness and wellness activity (Project SHAPE)	3	3	100%			
	<b>Maintained the ideal ratio of basic education input</b>						
	Monitoring of Itbayat Electrification	3	3	100%	Charged to NSBI Fund		
	Monitoring/follow up of the procurement of the repair and rehab to be used/converted to dental/ medical clinic in Itbayat CS, Sabtang CS and Basco CS	3	3	100%	Charged to NSBI Fund		
	Monitoring of repairs under 2020 Batch 1	3	3	100%	Charged to NSBI Fund		
	Monitoring repairs under 2020 Electrification Batch 1	3	3	100%	Charged to NSBI Fund		
	Monitoring the procurement of IIS Electrification	3	3	100%			
	Monitoring/ Follow-up the Punch List of the repair and and rehabilitation of Itbayat Schools	3	3	100%			
	Monitoring the construction of TLS in Itbayat	3	3	100%	Charged to NSBI Fund		

	Monitoring of school building complying to standards	1	1	100%	Charged to NSBI Fund		
	Monitoring of school facilities (except buildings) WATSAN, furnitures	1	1	100%			
	<b>Managed the operationalization of the Management Information System (MIS) and supervised the implementation of ICT flagship programs, projects, activities and initiatives</b>						
	Utilization of DepEd Email Accounts	1	1	100%			
	Monitoring the Use and Utilization of Office 365 to SDO Personnel and Non-teaching personnel of schools	1	0	0%			
	Installation of Elogbooq system	1	0	0%			
	Installation of DOCCS System	1	0	0%			
	Conduct of PIR	1	0	0%			
	Training on 0365	3	3	100%			
	Establishing the online compliance of schools	3	3	100%			
	Provision of technical assistance along curriculum and instruction (27 schools provided with TA)	1	1	100%			
	Home Visit	1	4	100%			
	Monitored conduct of NC II Assessment	1	0	0%			
<b>Curriculum and Instruction Management</b>							
	Intensify ISME	3	3	100%			
	Enhancing the reading program:	3	3	100%			
	Observance of Reading Month	1	1	100%			



	Project - Sagip ALS	1	1	100%			
	Project - Festive ALS	1	1	100%			
	Infed	2	3	100%			
	Close monitoring and Evaluation of IPED Implementation	3	3	100%	22,566.50	21,250.00	94.17
	Enhancement of IPED Centers	1	1	100%	22,000.00	25,883.00	100%
	Observation of Children's Month	1	1	100%			
	Boy/Girl Scouting related Activities	2	2	100%			
	Integration of lessons on GAD, drug prevention, Peace and sex education, climate change, and culture and arts	1	0	0%			
	Multi-Factored Assessment Tool (MFAT)	1	1	100%			
	Orientation on the conduct of PEPT	1	0	0%			
	Contextualization of learning materials (Development & Contextualization of LAS & Self Learning Modules)	1	1	100%	202,500.00	202,500.00	100%
	Distribution of softcopy & materials for reproduction of quality assured materials to all schools	1	1	100%	1,721,378.42	1,720,887.00	99.97%
	Validation of locally developed materials	3	3	100%	3,777.65	3,680.00	97.42%
	Contextualization of MAPEH Learning Materials	1	1	100%	50,000.00	46,485.00	92.97%
<b>Human Resource Development and Management</b>	<b>Trained teaching and non-teaching personnel on skills and competencies enhancement</b>						
	Monitoring of Teacher Induction Program	3	3	100%			
	Implementation of Training Development Activities (L&D)	7	7	100%			

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	Conduct Orientation to newly hired/promoted employees	3	3	100%			
	Orientation on DepEd Order No. 74, s.2010	1	1	100%			
	Recognizing deserving employees (Project PRIDE)	3	3	100%			
	Annual planning of Learning and Development	1	1	100%			
	Training-Workshop on contextualization of Kindergarten, G1 and ALS Ivatan materials to Itbayaten (2nd Phase of Project INFORM)	1	1	100%	89,000.00	89,000.00	100%
	Seminar-workshop on contextualization on the use of MG-DLPs	1	1	100%	10,000.00	8,600.00	86,%
	Orientation to newly hired/promoted employees	1	1	100%			
	<b>Oversees hiring, placing and evaluating all division supervisors and schools district supervisors as well as all employees in the division, both teaching and non-teaching personnel, including schoolheads, except for the assistant division superintendent</b>						
	Implemented an Innovation on the Improvement of the hiring process	1	1	100%			
	Filling up of vacancies	1	1	100%			
	Perform personnel action such as recruitment, selection and appointment, promotion, retirement, trasnfer, ERF, updating and reclassification						
	ERF Application	1	1	100%			
	Reclass ERF	1	1	100%			
	Reclass of school head	1	0	0%			



	<b>Acted on complaints brought before his office, including appointing an investigator/s who shall conduct fact-finding investigation or preliminary investigation</b>						
	Preparation of Report on Personnel Actions (Showing date of receipt and actions made)	3	3	100%			
	Preparation of Report of Administrative Actions against Non-Teaching Personnel (Quarterly)	1	1	0			
<b>Resource Management</b>							
	<b>To ensure systematic, effective and efficient procurement and delivery of goods, services, infrastructure and consulting services</b>						
	Process payroll of paid Job Order (Contract of Service)	3	3	100%			
	Process payroll SEF paid JO	3	3	100%			
	<b>Exercises general administration and supervision of properties both fixed and movable within his/her jurisdiction, and approve the allocation/use and/or acquisition/procurement of goods and services for instructional and non-instructional purposes, including repairs, maintenance, rehabilitation and construction of education facilities, subject to existing rules and regulations</b>						
	Inventory	1	1	100%			
	Inventory for disposal	1	0	0%			
	Supplier's Evaluation	1	1	100%			
	Preparation of preventive maintenance plan report (General Services)	3	3	100%			
	Preparation of preventive maintenance plan report (ICT)	3	3	100%			
	Preparation of reports submitted to GPPB	1	1	100%			

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	<b>Provided the SDO management with economical efficient and effective accounting and budgeting services to ensure the cost- effective utilization of financial resources of the division and schools</b>						
	Conducted seminars/workshops for Financial Management	1	1	100%	1	0	1
	Budget Utilization Rate and Disbursement Utilization Rate	100% Budget Utilization Rate and 100% Disbursement Utilization Rate	100% BUR/100% DUR	98% BUR/93% DUR		2% BUR/7% DUR	100% BUR/100% DUR
		100% of all NCA	77.9M	100.00%	0	0.00%	77.9M
	Paid and processed various claims, salaries and benefits to internal and external creditors	3	3	100%	0	0	3
	Submitted complete sets of Financial Statements (General Fund, Trust Fund, Provident Fund) and Financial Accountability Reports (FRAs 1,2,3,4,5) to RO/CO/COA and Other oversight Agencies	3-Financial Statements/4-Financial Accountability Reports	3 FS/4 FARs	100%	0	0	3 FS/4 FARs
	Downloaded School MOOE thru Cash Advances	3	3	100%	0	0	3
	Timely, accurate and complete submission of Liquidation Reports	100%	100%	100%	0.00%	0%	100%
	Prepared and recommended approval of budgets of schools within the schools division to the provincial/city board and confer with them on matters affecting school appropriations and disbursements						
	Division of Batanes Regular Budget Proposal	1	1	100%	0	0	1




	Division of Batanes Regular Budget Proposal	1	1	100%	0	0	1
<b>Partnership and Linkages</b>	<b>Sustained relationship and partnership of stakeholders for education support programs</b>						
	Ensure awareness and involvement of parents in the performance of the child thru regular parent-teacher meetings	1	1	100%			
	Recognition of BE Implementers	1	1	100%			
	Sustaining partnership with identified stakeholders	10	25	100%			
	Accepts grants, donations and other forms of assistance from various donors and benefactors	20	26	100%			
	Coordinating Meeting with ASP Coordinators and School Heads	1	0	0%	17,940.00	0	0%


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Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY  
 SCHOOLS DIVISION OF BATANES

**SCHOOLS DIVISION OF BATANES**  
 Consolidated Quarterly Accomplishment Report  
 October to December 2020

KRA	OUTPUTS	INDICATORS	MOVs	TARGETS	PHYSICAL ACCOMPLISHMENTS	% OF ACCOMPLISHMENT VS TARGET	GAIN	GAP	TOTAL PHYSICAL ACCOMPLISHMENT	IMPLEMENTATION ISSUES	SOLUTION
<b>Strategic Management and Operations</b>	Led in the development and implementation of policies, research agenda and Division Education Development Plan (DEDP)/ strategic plan for the entire schools division										
	DEDP Review	No. of DEDP Review conducted	Accomplishment Report	1	1	100%			1		
	Conduct of DMEA	No. of activity conducted	DMEA Report	1	1	100%			1		
	Creation of local policies	No. of local policies conducted	Local Policy	1	1	100%			1		



	<b>Exercised general supervision, progress monitoring, regular evaluation and reporting in raising public awareness on disaster risk reduction management that is consistent with local and national planning programs</b>										
	Monitoring on the integration of DRRM concepts in the lessons and school-based DRRM activities	No. of monitoring reports	Monitoring Report	3	3	100%			3		
	On-site validation and provision of TA on DRRM	No. of validation conducted	Accomplishment Report	3	3	100%			3		
	<b>Provided youth serving schools and organization with responsive, learner-centered, youth oriented policies, guidelines, programs &amp; project to contribute to the holistic development of learners who are values-driven, career-oriented, culturally rooted and socially responsible reference</b>										
	Leadership Training Caravan	No. of training/caravan conducted	Accomplishment Report	2	2	100%			2		
	Monitoring of SSG/SPG	No. of monitoring conducted	Monitoring Report	1	1	100%			1		
	Best SSG/SPG	No. of search conducted	Accomplishment Report	1	1	100%			1		

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	Implementation of NSBI	No. of validation report submitted	Validation Report	1	1	100%			1		
	<b>Prepared the division research agenda based on Basic Education Research Fund (BERF) standard and oversee its implementation</b>										
	Conduct of Division Basic Research Conference	No. of research conference conducted	Accomplish ment Report	1	1	100%			1		
	Recognition of teaching and non teaching of school on RDP	No. of recognition activities conducted	Accomplish ment Report	1	1	100%			1		
	Attendance to RBERC	No. of activity participated		1	1	100%			1		
	Research completed	No. of research completed	Report	30	30	100%			30		
	<b>Translated the National Education Plan and framework to operational planthat is suited to context &amp; situation of the region</b>										
	ManCom Meeting	No. of ManCom conducted	Memoradum , attendance sheet, minutes of	3	3	100%			3		
	Execom	No. of Execom conducted	Memoradum , attendance sheet, minutes of	3	3	100%			3		
	Staff Meeting	No. of staff meeting conducted	Memoradum , attendance sheet,	3	3	100%			3		

	<b>Intensified DepEd SDO employees' welfare</b>										
	Conduct monthly physical fitness and wellness activity (Project SHAPE)	No. of status report	Status Report	3	3	100%			3		
	<b>Maintained the ideal ratio of basic education input</b>										
	Monitoring of Itbayat Electrification	No. of monitoring activities conducted	Monitoring Report	3	3	100%			3		
	Monitoring/follow up of the procurement of the repair and rehab to be used/converted to dental/ medical clinic in Itbayat CS, Sabtang CS and Basco CS	No. of monitoring activities conducted	Monitoring Report	3	3	100%			3		
	Monitoring of repairs under 2020 Batch 1	No. of monitoring activities conducted	Monitoring Report	3	3	100%			3		
	Monitoring repairs under 2020 Electrification Batch 1	No. of monitoring activities conducted	Monitoring Report	3	3	100%			3		
	Monitoring the procurement of IIS Electrification	No. of monitoring activities conducted	Monitoring Report	3	3	100%			3		
	Monitoring/ Follow-up the Punch List of the repair and and rehabilitation of Itbayat Schools	No. of monitoring activities conducted	Monitoring Report	3	3	100%			3		

	Monitoring the construction of TLS in Itbayat	No. of monitoring activities conducted	Monitoring Report	3	3	100%			3		
	Monitoring of school building complying to standards	No. of monitoring activity conducted	Monitoring Report	1	1	100%			1		
	Monitoring of school facilities (except buildings) WATSAN, furnitures	No. of monitoring reports	Monitoring Report	1	1	100%			1		
	<b>Managed the operationalization of the Management Information System (MIS) and supervised the implementation of ICT flagship programs, projects, activities and initiatives</b>										
	Utilization of DepEd Email Accounts	No. of Reports on DepED Email Account Utilization	DepED Email Utilization Report	1	1	100%	0	0	1	None	N/A
	Monitoring the Use and Utilization of Office 365 to SDO Personnel and Non-teaching personnel of schools	No. of Reports on DepED O365 utilization	Report on DepEd O365 Utilization	1	1	100%	0	0	1	None	N/A
	Installation of Elogbooq system	No. of Elogbooq system installed	Implementat ion and Utilization guidelines	1	0	0%	0	0	0	ECQ/Calamity in RO2 hampered TA by RO	N/A



	Installation of DOCCS System	No. of DOCCS system installed	Implementation and Utilization guidelines	1	0	0%	0	0	0		N/A
	Conduct of PIR	No. of DCP PIR Conducted	Training Report	1	0	0%	0	0	0	Moved to January 2021	N/A
	Training on O365	No. of O365 Training Conducted	Training Report	1	0	0%	0	0	0	Moved to January 2021	N/A
	Intensifying the implementation of the online BEIS	No. of online encoding activities conducted	Online Monitoring Report	3	3	100%			3		
	Establishing the online compliance of schools	No. of online encoding activities conducted	Online Monitoring Report	3	3	100%			3		
	Provision of technical assistance along curriculum and instruction (27 schools provided with TA)	No. of consolidated TA report	TA Report	1	1	100%	0	0	1		
	Home Visit	No. of Report on Home Visitations	Home Visitation report	1	4	100%	3	0	4		
	Monitored conduct of NC II Assessment	No. of Assessments Monitored	Monitoring Report	1	0	0%	0	1	0	NC II not conducted due to pandemic	

Curriculum and Instruction Management											
	Intensify ISME	No. of consolidated ISME Report	ISME Report	3	3	100%	0	0	3	no actual classroom observation by the SHs	EPSs conducted home visits with teachers & SHs
	Enhancing the reading program: Implementation of the "3Bs" (Bawat Bata Bumabasa)	No. of monitoring reports	Monitoring Report	3	3	100%	0	0	3		
	Observance of Reading Month	No. of monitoring report on Reading Month	Monitoring Report	1	1	100%	0	0	1	not all schools join the contest	
	Project - Sagip ALS	No. of Status Report /Intervention Report	Intervention Report	1	1	100%	1	0	0		
	Project - Festive ALS	No. of Status Report /Intervention Report	Intervention Report	1	1	100%	0	0	1		
	Infed	No. of Reports	Infed Report	2	3	100%	1	0	3		
	Close monitoring and Evaluation of IPED Implementation	No. of monitoring activities	Monitoring Report	3	3	100%	0	0	3		
	Enhancement of IPED Centers	No. of Activities conducted	Terminal Report	1	1	100%	0	0	1		

Observation of Children's Month	No. of accomplishment report	Accomplish ment Report	1	1	100%	0	0	1	No face-to face classes	conducted contest online
Boy/Girl Scouting related Activities	No. of accomplishment report	Accomplish ment Report	2	2	100%	0	0	2	No div. activity due to pandemic	
Integration of lessons on GAD, drug prevention, Peace and sex education, climate change, and culture and arts	No. of report on schools integration activities	School report on inegration	1	0	0%	0	1	0	No face-to face classes	
Multi-Factored Assessment Tool (MFAT)	No. of MFAT conducted	Accomplish ment Report	1	1	100%	0	0	1	No face-to face classes	identified learners were assessed in school with their parents
Orientation on the conduct of PEPT	No. of PEPT orientation conducted	Accomplish ment Report	1	0	0%	0	1	0	cancelled activity due to Pandemic	
Contextualization of learning materials (Development & Contextualization of LAS & Self Learning Modules)	No. of Summary Report of Contextualized Materials	Contextualiz ed Materials	1	1	100%	0	0	1		
Distribution of softcopy & materials for reproduction of quality assured materials to all schools	No. of Status Reports on Schools provided with materials for reproduction	Status Report	1	1	100%	0	0	1		



	Validation of locally developed materials	No. of consolidated Status Report on Validated learning materials	Status Report	3	3	100%	0	0	3	no validation in the classroom	teachers validated SLMs before distributing it to learners and submitted their findings/recommendations to LR supervisor
	Contextualization of MAPEH Learning Materials	No. of conducted activity	Contextualized MAPEH LMs	1	1	100%	0	0	1	face-to-face not permitted	work from home arrangement
Human Resource Development and Management	<b>Trained teaching and non-teaching personnel on skills and competencies enhancement</b>										
	Monitoring of Teacher Induction Program	No. of monitoring reports submitted	Monitoring Reports	3	3	100%			3		
	Implementation of Training Development Activities (L&D)	No. of L&Ds conducted	L&D Report	7	7	100%			7		
	Conduct Orientation to newly hired/promoted employees	No. of orientation conducted	Accomplishment Report	3	3	100%			3		

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	Preparation of Report on Personnel Actions (Showing date of receipt and actions made)	Number of Report on Personnel actions prepared	QOM	3	3	100%	0	0	3	None	N/A
	Preparation of Report of Administrative Actions against Non-Teaching Personnel (Quarterly)	Number of Report on Personnel actions prepared	Report on Administrative action	1	1	100%	0	0	0	None	N/A
<b>Resource Management</b>	<b>To ensure systematic, effective and efficient procurement and delivery of goods, services, infrastructure and consulting services</b>										
	Process payroll of paid Job Order (Contract of Service)	Number of payroll prepared	Payroll/DVs	3	3	100%			3		
	Process payroll SEF paid JO	Number of payroll prepared	Payroll/DVs	3	3	100%			3		
	<b>Exercises general administration and supervision of properties both fixed and movable within his/her jurisdiction, and approve the allocation/use and/or acquisition/procurement of goods and services for instructional and non-instructional purposes, including repairs, maintenance, rehabilitation and construction of education facilities, subject to existing rules and regulations</b>										
	Inventory	No. of report on inventories conducted	RPCPPE	1	1	100%			1		
	Inventory for disposal	Number of IIRUP submitted	IIRUP	1	0	0%		1	0	No bidder	

	Supplier's Evaluation	No. of evaluation of suppliers conducted	Suppliers evaluation narrative report	1	1	100%		1			
	Preparation of preventive maintenance plan report (General Services)	No. of preventive maintenance plan prepared	Preventive Maintenance Plan	3	3	100%		3			
	Preparation of preventive maintenance plan report (ICT)	No. of preventive maintenance plan prepared	Preventive Maintenance Plan	3	3	100%		3			
	Preparation of reports submitted to GPPB	No. of PMR reports prepared	PMR Report	1	1	100%		1			
	<b>Provided the SDO management with economical efficient and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the division and schools</b>										
	Conducted seminars/workshops for Financial Management	No. of seminars and workshop conducted	Attendance/ Minutes of the meetings/M EMO	1	1	100%	1	0	1	None	Not Applicable

	Budget Utilization Rate and Disbursement Utilization Rate	Percentage of Budget Utilization Rate and Disbursement Utilization Rate	Reports on utilization of fund - Financial Accountability Reports (FARs 1)	100% Budget Utilization Rate and 100% Disbursement Utilization Rate	100% BUR/100 %DUR	98% BUR/93% DUR		2% BUR/7% DUR	100% BUR/100 %DUR	SubAROs was sub-allotted late by CO/RO to SDO and received by SDO on the last working day of 2020	Early release of CMF and Other Sub-AROs by RO/CO.
			Monthly Report of Disbursements and Registry of Allotment and (MRD/R ANCA)	100% of all NCA	77.9M	100.00%	0	0.00%	77.9M	None	Not Applicable
	Paid and processed various claims, salaries and benefits to internal	No. of Disbursement Vouchers paid	Report of Payrolls/Disbursement	3	3	100%	0	0	3	None	Not Applicable
	Submitted complete sets of Financial Statements (General Fund, Trust Fund, Provident Fund) and Financial Accountability Reports (FRAs 1,2,3,4,5) to RO/CO/COA and Other oversight Agencies	No. of Financial Reports submitted to RO/CO/COA and other oversight agencies	Financial Statements and its Schedules and Annexes/ Ledgers (SL/GL) and FARs 1, 3, 4, 5	3- Financial Statement s/4- Financial Accountability Reports	3 FS/4 FARs	100%	0	0	3 FS/4 FARs	None	Not Applicable




	Downloaded School MOOE thru Cash Advances	No. of downloading	Monthly Status of School MOOE Utilization and Downloading	3	3	100%	0	0	3	None	Not Applicable
	Timely, accurate and complete submission of Liquidation Reports	Percentage of Liquidation over Cash Advance	Status of School MOOE Downloading /Monitoring of School MOOE Cash Advances	100%	100%	100%	0.00%	0%	100%	None	Not Applicable
	Prepared and recommended approval of budgets of schools within the schools division to the provincial/city board and confer with them on matters affecting school appropriations and disbursements										
	Division of Batanes Regular Budget Proposal	No. of SDO Budget proposals submitted	SDO Budget Proposals and it's annexes	1	1	100%	0	0	1	None	Not Applicable
	Division of Batanes Regular Budget Proposal	No. of SDO Budget proposals submitted	SDO Budget Proposals and it's annexes	1	1	100%	0	0	1	None	Not Applicable

Partnership and Linkages	Sustained relationship and partnership of stakeholders for education support programs										
	Ensure awareness and involvement of parents in the performance of the child thru regular parent-teacher meetings	No. of monitoring conducted	Report	1	1	100%					
	Recognition of BE Implementers	No. of recognition conducted	Accomplishment Report	1	1	100%			1		
	Sustaining partnership with identified stakeholders			10	25	100%	15		25		
	Accepts grants, donations and other forms of assistance from various donors and benefactors			20	26	100%	6		26		
	Coordinating Meeting with ASP Coordinators and School Heads	No. of activity conducted	Accomplishment Report	1	0	0%		1	0	intervening activities	Conduct on the first week of January


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