



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD-2025-003

10 JAN 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
All Others Concerned

**SUBMISSION OF CAREER EXECUTIVE SERVICE PERFORMANCE
EVALUATION SYSTEM (CESPES) AND ANNUAL REPORT**

1. Pursuant to RM No. 30, s. 2025, Submission of Career Executive Service Performance Evaluation System (CESPES) and Annual Report, issued by Dir. Tolentino G. Aquino, Regional Director, DepEd Regional Office No. 1, all functional units shall provide inputs in the CESPES 2nd Semester Report and submit the FY 2024 Annual Report, not later than January 13, 2025, to ensure timely submission to the region.
2. The inputs to the CESPES shall outline the accomplishments of the SDO vis-à-vis the programs, projects, and activities implemented during the second semester of 2024. Inputs may be made using the link <https://tinyurl.com/CESPES-2ndSem-2024>.
3. The report shall be drafted and finalized by the School Governance and Operations Division – Planning and Research Unit.
4. Enclosed to this Memorandum is the format of the contents of the report following the Program Expenditure Classification (PREXC) for writing the detailed operational information. The Report shall include data in tabular form (comparative, FY 2023 vs. FY 2024) and summary of findings, analysis and recommendations in bullet form or infographics.
5. The soft copy of the Annual Report shall be submitted to the link <https://tinyurl.com/2024AnnualReportSCDB>.
6. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

SGOD/dau/ OM-2025-001_Annual_Report_2024
2500330/January 8, 2025





Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

Enclosure 1 Outline of the Contents of the FY 2023 Annual Report

**ANNUAL REPORT
 FY 2025**

Contents	Office/Unit/Section In-Charge
Cover Page	SGOD
DepEd SDO at a Glance	SGOD Planning and Research
I. GENERAL ADMINISTRATION AND SUPPORT	
a. General Management and Supervision	OSDS - Admin
b. Administration of Personnel Benefits	OSDS-HRMU
II. SUPPORT TO OPERATIONS	
a. Management and Administration of Learning Resources	CID
b. Planning and Management of Information System	OSDS-Budget & SGOD-Planning
c. Education Information and Communication Services	SDO Information Officers
d. Learner Support Programs	CID
e. Building Partnerships and Linkages Program	SGOD-SMN
f. Legal Services and Development of Education-related Laws and Rules	SGOD-CES, CID-CES, & OSDS-Admin. & Legal
g. Child Protection Program	SGOD-CPP Coordinator & OSDS - Legal
h. Disaster Preparedness and Response Program	SGOD-DRRM
i. Organizational and Professional Development for Non-School/LC Personnel	SGOD-HRD
j. Physical Fitness and School Sports	SGOD-EPS
k. Development and Management of Bilateral and Multilateral Education Projects	SGOD-SMN
III. OPERATIONS (EDUCATION POLICY AND DEVELOPMENT PROGRAM)	
a. Basic Education Curriculum	CID
b. National Assessment System for Basic Education	CID & SGOD-SMME
c. Policy and Research Program	CID & SGOD-Research
d. Curricular Programs, Learning Management Models, Standards and Strategy Development	CID
e. Development and Promotion of Campus Journalism	CID
f. National Literacy Policies and Programs	CID
g. Early Language Literacy and Numeracy	CID
IV. OPERATIONS (BASIC EDUCATION INPUTS PROGRAM)	
a. New School Personnel Positions	OSDS-HRMU
b. Improvement and Acquisition of School Sites	OSDS - Legal
c. Learning Tools and Equipment	OSDS-AMU



Asuncion Street, 16-S Quiling Sur,
 City of Batac, Ilocos Norte
 Telephone No.: (077) 677-1993



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

Contents	Office/Unit/Section In-Charge
d. Textbooks and Other Instructional Materials	OSDS-AMU
e. Computerization Program	OSDS-ICTSU
f. Basic Education Facilities	SGOD-EF
g. Conservation and Restoration of the Gabaldon and Other Heritage Buildings	SGOD-EF
V. OPERATIONS (INCLUSIVE EDUCATION PROGRAM)	
a. Multigrade Education	CID
b. Indigenous People's Education (IPEd)	CID
c. Madrasah Education Program	CID
d. Flexible Learning Outcomes (FLO)	CID
e. Alternative Learning System (ALS)	CID
f. Alternative Delivery Modes (ADM)	CID
g. Education in Emergencies	CID
h. Special Education Program	CID
VI. OPERATION (SUPPORT TO SCHOOLS AND LEARNERS PROGRAM)	
a. School-Based Feeding Program	SGOD-SHU
b. Operation of Schools-Elementary (K to Gr 6)	SGOD-SMME & OSDS-Finance
c. Operation of Schools – Junior High School (Grades 7-10)	SGOD-SMME & OSDS-Finance
d. Operation of Schools – Senior High School (Grades 11-12)	SGOD-SMME & OSDS-Finance
e. Government Assistance and Subsidies	SGOD-SMME
f. Education Service Contracting (ESC) Program for Private JHS (per RA 10533)	SGOD-SMME
g. Voucher Program for Private Senior High School (per RA 10533)	SGOD-SMME
h. Voucher Program for Non-DepEd Public Senior High School (per RA 10533)	SGOD-SMME
i. Joint Delivery Voucher for Senior high School Technical Vocational and Livelihood Specializations	CID
j. Implementation of the Grant of Cash Allowance, Hardship Pay, Equivalent Record Form (ERF), Conversion to Master Teacher (MT) and Reclassification of Positions	OSDS – Admin & HRMU
VII. OPERATIONS (EDUCATION HUMAN RESOURCE DEVELOPMENT)	
a. Human Resource Development for Non-School Based Personnel and Learning Centers	SGOD-HRD
b. Teacher Quality Development Program	SGOD-HRD
VIII. OUTSTANDING ACCOMPLISHMENTS (Include Awards)	OSDS, CID, SGOD
IX. WAYS FORWARD	ASDS



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

Enclosure 2 *Sample Input to the FY 2025 Annual Accomplishment Reports to be submitted to SGOD Planning and Research Unit on or before January 13, 2025.*

Division:

Unit/Section:

2024 Annual Report

Program Expenditure Classification (refer to the report contents outline):

Narrative: Objective/Description of the PPAs Implemented (2-3 sentences)

Tabular Data: May include targets vs. actual accomplishments; funds utilized, etc. or a comparative data between FY 2023 vs FY 2024

Example:

No. of Employees Promoted	FY 2023	FY 2024	Nature of Promotion
Teacher I to Teacher III	5	7	*Reclassification

- a. Findings/Analysis (concerns, issues, gaps, problems)
- b. Action Taken/Accomplishments
- c. Recommendation/Targets

A. *Example*

Findings: Shortage of 4 ECE teachers

Action Taken: Re-assign teachers with ECE units

Recommendation: Request for teacher items

Prepared by:

Signature over Printed Name



Asuncion Street, 16-S Quiling Sur,
 City of Batac, Ilocos Norte
 Telephone No.: (077) 677-1993



DepEd Batac City



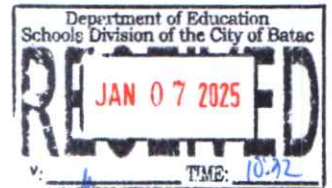
batac.city@deped.gov.ph



www.csdbatac.com



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 030, s. 2025

To: Schools Division Superintendents
 Assistant Schools Division Superintendent

SUBMISSION OF CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES) AND ANNUAL REPORT

1. In accordance with the guidelines of the Civil Service Commission (CSC) on the establishment and implementation of the Strategic Performance Management System (RPMS) in all government agencies, the Department of Education issued DO 2, s. 2015 *Guidelines on the Establishment and Implementation of the Results-based Performance Management System*. It focuses on the measures of performance vis-à-vis the targeted milestones and provides a credible and verifiable basis for accessing the organizational outcomes and the collective performance of the employees.
2. Anent this, please submit the following on or before January 20, 2025:
 - a. Career Executive Service Performance Evaluation System (CESPES) for FY 2024 1st and 2nd Semester Accomplishments and FY 2025 Targets
 - b. FY 2024 Annual Report
3. Duly signed copy of the aforesaid documents may be sent through email: pprd.region1@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum is desired.

TOLENTINO G. AQUINO
 Director IV

Encl.: None
 To be indicated in the Perpetual Index

Under the following subjects:

Annual Report CESPES Performance management

PPRD/11o/RM_SDOReports
 January 6, 2025



Doc. Ref. Code	OM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1

