



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD-2025-127

01 AUG 2025

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

ACCOMPLISHMENT OF THE 2025 REPORT OF ACCOMPLISHMENTS

1. In order to institutionalize and effectively monitor the accomplishments of all units/divisions within the Schools Division Office across various performance evaluation systems, all unit and section heads are hereby directed to submit their respective 2025 Reports of Accomplishments on or before the 10th day of each succeeding month on this link: <https://tinyurl.com/2025SDCBCESPES>.
2. Further, all unit and section heads are encouraged to document and report innovative interventions implemented in relation to the Key Result Areas (KRAs) under their jurisdiction.
3. Attached is the List of Deliverables and the unit or section concerned.
4. For strict compliance.

ANSELMO R. ALUDINO

Schools Division Superintendent

SGOD/dro/OM-2025Report of Accomplishments
July 30, 2025



SDCB RECORDS UNIT

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Enclosure 1. List of Deliverables

LIST OF DELIVERABLES

Part IA. Operations

Office-in-Charge	PROGRAM/ SUBPROGRAM/ SERVICE	OUTCOME/OUTPUT INDICATORS AS INDICATED IN THE NEP
ORGANIZATIONAL OUTCOME		
Education Policy Development Program		
SGOD - Planning & Research	1. Number of education researches completed	
Basic Education Inputs Program		
Outcome Indicators:		
SGOD - Planning Unit	1. Percentage of schools meeting the standard ratio for teachers:	
	a. Elementary (1:45)	
	b. Junior High School (1:45)	
	c. Senior High School (1:40)	
Output Indicators:		
OSDS HRMU	1. Number of newly-created teaching positions filled-up	
Inclusive Education Program		
Outcome Indicators:		
	1. Percentage of learners enrolled in:	
SGOD - Planning Unit	a. SPED (public)	
CID - ALS	d. ALS	
CID - LRMS	2. Percentage of learners provided with learning resources	
Output Indicators:		
	1. Number of schools offering the following programs:	
SGOD - Planning Unit	c. SPED	
CID - LRMS	2. Number of public schools provided with learning resources	
Support to Schools and Learners Program.		
Outcome Indicators:		
SGOD - Planning Unit	1. Retention Rate	
		a. Elementary
		b. Secondary (Grade 7-12)
	2. Completion Rate	
		a. Elementary
		b. Secondary (Grade 7-12)
	3. Proportion of learners in public and private schools achieving at least nearly proficient level in NAT	
		a. Elementary (Grade 6)
		b. Junior High School (Grade 10)
		c. Senior High School (Grade 12)
	Output Indicators:	

Office-in-Charge	PROGRAM/ SUBPROGRAM/ SERVICE	OUTCOME/OUTPUT INDICATORS AS INDICATED IN THE NEP
SGOD - SHU		1. Number of learners benefiting from the "School-Based Feeding Program"
Education Human Resource Development Program		
Outcome Indicators:		
SGOD - HRD		1. Increase in percentage of public schools conducting schools learning action cell sessions
Output Indicators:		
SGOD - HRD		1. Number of public school teachers and teaching-related staff trained.

Part IB – Support to Operations

Office-in-Charge	Service/Projects/ Activities	Performance Indicator
1) MANAGEMENT & ADMINISTRATION OF LEARNING RESOURCES		
CID - LRMS	a. Quality assurance of learning resources (CLMD)	- Number of learning resources quality assured (across learning areas)
CID - ALS	b. Quality assurance of print and non-print materials (CLMD)	- Number of print and non-print materials quality assured (ALS)
SGOD - Educ Facilities	c. Establishment of SDOs' functional library hubs (CLMD)	- Number of established library hubs
CID CHIEF	d. Uploading of developed test items in the different learning areas in the LRIS for sharing (CLMD)	- Number of learning areas with uploaded test items
2) EDUCATION INFORMATION & COMMUNICATION SERVICES		
DIO	a. Enhancement of communication linkages and support between PAU and the local media (PAU)	- Number of press statement released
3) BUILDING PARTNERSHIP & LINKAGES PROGRAM		
CID - ALS	c. Establishment of partnerships with LGU to benefit education for learners in situations of disadvantage	- Number of established partnerships with LGUs for learners in situations of disadvantage
4) CHILD PROTECTION PROGRAM		

Office-in-Charge	Service/Projects/Activities	Performance Indicator
SGOD - YFD	a. Submission of Monitoring Report on the establishment of child protection committee in all public and private schools across all SDOs	- Number of monitoring report submitted on the establishment of child protection committee in all public and private schools across all SDOs
SGOD - YFD	b. Submission of Monitoring Report on the schools with Child Protection Policy and Anti-Bullying (ESSD)	- Number of monitoring report submitted on the schools with Child Protection Policy and Anti-Bullying
5) ORGANIZATIONAL & PROFESSIONAL DEVELOPMENT FOR NON-SCHOOL/LCs PERSONNEL		
SGOD - HRD	a. Implementation of L and D/ training programs on learners' mental health and learners with psychosocial needs	- Number of L and D/ training programs on learners' mental health and learners with psychosocial needs implemented
SGOD - HRD	b. Development, implementation, and monitoring of Learning and Development Plan	- Number of Learning and Development Plan developed, implemented and monitored
SGOD - HRD	c. Conduct of Professional Development Programs for instructional leaders	- Number of Professional Development Programs for teachers and instructional leaders conducted
SGOD - HRD	e. Implementation and monitoring of NEAP-certified and PRC accredited PDPs	- Number of NEAP-certified and PRC accredited PDPs implemented and monitored in RO and SDOs
SGOD - HRD	f. Implementation of Rewards and Recognition for Outstanding DepEd personnel (teaching, teaching-related and non-teaching)	- Number of Rewards and Recognition for Outstanding DepEd personnel (teaching, teaching-related and non-teaching) implemented
CID - LRMS	h. Capacity building of MEP implementers	- Number of MEP implementers capacitated
CID - LRMS	i. Upskilling of implementing school heads on inclusive education	- Number of upskilled implementing school heads on inclusive education

Office-in-Charge	Service/Projects/Activities	Performance Indicator
CID - LRMS	k. Training of pool of LR developers and evaluators on the QA of Non-Print Resources (CLMD/HRDD)	- Number of LR developers and evaluators on the QA of Non-Learning Resources and Learning Resources trained
CID - LRMS	l. Conduct orientation to division focal persons on inclusive education	- Number of division focal persons oriented on inclusive education
6) PLANNING AND MANAGEMENT INFORMATION SYSTEM		
SGOD - Planning Unit	a. Utilization of PMIS in RO1 and SDOs	- Number of RO and SDOs utilizing the PMIS
SGOD - Planning Unit	b. Resolving of LIS/BEIS data problems/issues forwarded to CO LIS/BEIS Helpdesk	- Number of SDOs with LIS/BEIS data problems/issues resolved
	c. Preparation of Annual Implementation Plan, Budget Utilization Report, Annual Procurement Plan, M&E Report, Human Resource Strategic Plan	- Number of Annual Implementation Plan, Budget Utilization Report, Annual Procurement Plan, M&E Report, Human Resource Strategic Plan submitted
SGOD - Planning Unit		AIP
BAC		APP
SGOD - SM&E		M&E
OSDS Budget Unit		BUR
OSDS HRMU	g. Monitoring of the rationalization of teacher workload in public schools and payment of teaching overload (DO 5, s. 2024)	- Number of SDOs monitored on the implementation of DO 5, s. 2024
CID - ALS	h. Enhancement of ALS literacy mapping system (CLMD)	- Number of ALS literacy mapping system enhanced
CID CHIEF	i. Monitoring of SDOs on the implementation of FLO-ADM	- Number of SDOs monitored on the implementation of FLO-ADM
SGOD Chief	n. Establishment of schools' School Governance Councils (SGCs) in the elementary	- Number of SGCs in schools established

Office-in-Charge	Service/Projects/ Activities	Performance Indicator
SGOD Chief	p. Provision of technical assistance and assessment of processes and operations to SDOs through Quarterly TEAPOT	- Number of TEAPOT Reports
SGOD EPS	q. Monitoring of SDOs on the compliance to DO # 88, s. 2010 and DO #40, s. 2014 of Private and Public Schools	- Number of SDOs monitored on the compliance to DO # 88, s. 2010 and DO #40, s. 2014 of Private and Public Schools
7) LEARNER SUPPORT PROGRAMS		
SGOD - Partnership & SocMob	e. Implementation of schools' sports programs	- Number of SDOs monitored on school sports program implemented
CID CHIEF	h. Utilization of Comprehensive Rapid Literacy Assessment (CRLA) Tool and Rapid Mathematics Assessment (RMA) Tool	- Number of reports on the result of Comprehensive Rapid Literacy Assessment (CRLA) and Rapid Mathematics Assessment (RMA) submitted
CID CHIEF	i. Monitoring on the integration of Reading literacy in all learning areas	- Number of monitoring report on the integration of reading literacy in all learning areas
SGOD EPS	k. SDOs' implementation of the commemorative activities (Araw ng Kalayaan/National Flag Day – May-June, Buwan ng Wika, Kasaysayan-August; and IPed Day –October 2025	- Number of accomplishment report on the conduct of commemorative activities submitted
CID CHIEF	l. Participation to the different system-based assessments (NAT/ ELLNA/ A&E Test)	- Number of Analysis Reports on the results of the different system-based assessments submitted

Office-in-Charge	Service/Projects/Activities	Performance Indicator
SGOD - SHU	m. Implementation of Homeroom Guidance Program as a way to promote activities regarding mental wellness	- Number of reports on the implementation of Homeroom Guidance Program submitted
OSDS Budget Unit	q. Monitoring of the PSF utilization in the provision of assessment assistive mechanisms	- Number of PSF utilization monitored in the provision of assessment assistive mechanisms
CID CHIEF	s. Provision of Technical Assistance to SDOs with implementing multigrade classes	- Number of Technical Assistance Analysis Report submitted
9) DISASTER PREPAREDNESS & RESPONSE PROGRAM		
SGOD - DRRM	a. DepEd Regional Office and SDOs implemented DRRM, CCAM, and peacebuilding policies	- Number of report submitted on the implementation of DRRM, CCAM, and peacebuilding policies of DepEd Regional Office and SDOs
SGOD - DRRM	b. Capacity building of SDO Focal persons for DRRM, CCAM, and peacebuilding	- Number of capacity building conducted for SDO Focal persons capacitated on DRRM, CCAM, and peacebuilding

Part IC. General Administration and Support

Office-in-Charge	Service/Projects/Activities	Performance Indicator
OSDS HRMU	a. Implementation of employee welfare programs and benefits (HRDD)	- Number of learning resources quality assured (across learning areas)

Part II. Individual Performance Accountability

Program Output and Process Requirements	Office-in-Charge	Description of Deliverables
KRA 1: Strategic Leadership & Management (5%)		
Crafted the Division Education Development Plan (DEDP) to translate the Regional Basic Education Plan (RBEP) and framework to an operational plan that is aligned to the MATATAG Agenda and the context and situation of the Division	<ul style="list-style-type: none"> • SGOD – Planning and Research • Chiefs/Section Heads 	<ul style="list-style-type: none"> • Division Education Development Plan (DEDP) • PIR of PPAs
Established a mechanism for the effective implementation of PPAs in the SDO	<ul style="list-style-type: none"> • SGOD- SM&E • SGOD – Planning • OSDS – Budget • OSDS – Accounting 	Implemented PPAs
KRA 2: Curriculum Implementation (10%)		
-Ensured the effective management and implementation of the Basic Education Curriculum in all public and private schools and learning centers in compliance with standards	<ul style="list-style-type: none"> • CID 	Number of schools and learning center that are compliant to the quality standards for basic education
Ensured effective management and/or implementation of learning assessments in schools and learning centers for better learning outcomes	<ul style="list-style-type: none"> • CID • SGOD-Planning and Research 	Developed Learning Assessment Tools
Managed the implementation of policies, guidelines, and standards, in the development and/or contextualization of learning resources.	<ul style="list-style-type: none"> • CID - LRMS 	Developed and Contextualized learning resources across all learning areas
KRA 3: Support to school governance and operations (6%)		

Program Output and Process Requirements	Office-in-Charge	Description of Deliverables
Established a mechanism for monitoring the implementation of PPAs in the SDO	<ul style="list-style-type: none"> • SGOD – SM&E 	SDO Units which adopted QAME and Assessment Framework
Provided strategic directions on support for school management and operations	<ul style="list-style-type: none"> • SGOD – HRD • SGOD – Planning and Research 	Approved OPCRF and AIP
Ensured the operationalization of the Learning and Development (L&D) Systems in the SDO	<ul style="list-style-type: none"> • SGOD – HRTD • SGOD – SM&E 	Operationalized L & D System (Professional Development Programs)
KRA 4: SDO Management (19%)		
Properly and promptly provided personnel action and compensation to all SDO, IUs, and Non-IUs personnel .	<ul style="list-style-type: none"> • OSDS – HRMU • OSDS – Acctg • OSDS - Cash 	Personnel action and compensation acted
Established and maintained an updated, accurate, well-planned, and coordinated system for records management and general services.	<ul style="list-style-type: none"> • OSDS - Records 	Documents were acted upon
Provided SDO units with necessary supplies, materials, and equipment procured by DepEd.	<ul style="list-style-type: none"> • OSDS – Asset Mgt. 	Supplies and equipment provided to schools
Ensured compliance with procurement laws/guidelines	<ul style="list-style-type: none"> • OSDS - Acctg 	Compliant to procurement laws and guidelines
Provided economical, efficient, and effective financial management services to ensure the cost-effective utilization of financial resources of the division and schools.	<ul style="list-style-type: none"> • OSDS – Budget • OSDS - Acctg 	Utilized financial resources
Ensured the provision of legal advice to the Top Management and other officials of the Division in relation to the performance of their functions	<ul style="list-style-type: none"> • OSDS - Legal 	Legal issues and concerns managed

Program Output and Process Requirements	Office-in-Charge	Description of Deliverables
Evaluated complaints and conducted investigation on cases filed against non-teaching personnel	<ul style="list-style-type: none"> • OSDS - Legal 	Complaints have been evaluated/ investigated/ verified
Prepared actions/endorsements on complaints and letters in accordance with the provision of the law and DepEd rules and regulations	<ul style="list-style-type: none"> • OSDS - Legal 	Complaints and letters were acted upon
Prepared and reviewed contracts, Memorandum of Agreements (MOA) and instruments to which the Division or any of its offices and schools is a party and interprets the provision therein.		Reviewed contracts, agreements, and other legal instruments
Conducted investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO)		complaints and letters have been acted/indorsed
Supervised the continuous improvement of the services of the Legal Unit		Requests for Services from the Legal Unit were acted upon
Managed and maintained the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations	<ul style="list-style-type: none"> • OSDS - ICTS 	Managed ICT programs
Managed and implemented ICT programs and projects in the Division to ensure data validity and effective utilization of the systems		Managed and implemented ICT programs and projects
Provided technical support in the management of Learning Resource Management System (LRMS)	<ul style="list-style-type: none"> • CID -LRMS • OSDS - ICTS 	TA provided to schools and learning center
Ensured coordination with Central Office and other ICT Units across levels regarding the implementation of National ICT and ICT-related programs	<ul style="list-style-type: none"> • OSDS - ICTS 	Acted requests upon receipt
KRA 5: Partnership and Linkages (11%)		

Program Output and Process Requirements	Office-in-Charge	Description of Deliverables
Identified resources need and potential local and international donors of education-related program/project	<ul style="list-style-type: none">• SGOD – SocMob	Firmed up partnership
Supervised the crafting of localized policies and standards for partnership building		Implemented plan on the adopted policy guidelines
Ensured the establishment of partnerships in relevant areas		Signed MOA/MOU
Supervised the establishment of effective M&E for partnership sustainability		Sustained partnerships
KRA 6: Office Administration and Performance Management (10%)		
Established and maintained systems and processes geared towards administrative effectiveness and efficiency	<ul style="list-style-type: none">• CID Chief• SGOD Chief• OSDS Head	Processes
Managed the implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the SDO and Schools	<ul style="list-style-type: none">• CID Chief• SGOD Chief• OSDS Head• SGOD – SM&E	submitted PIRPA reports
Ensured the promotion of a culture of excellence, innovation, and collaboration	<ul style="list-style-type: none">• OSDS – Records	Client Satisfaction Measurement Report submitted Outstanding interpretation of the result of Satisfaction Rating obtained
Managed the timely and accurate release of information, and communication materials	<ul style="list-style-type: none">• Division Information Officer	Communicated PPAs and other relevant information Developed IEC materials posted in FB and website
Supervised the conduct of periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	<ul style="list-style-type: none">• SGOD – HRD• CID Chief• SGOD Chief• OSDS Head	Approved OPCRF and IPCRF

Program Output and Process Requirements	Office-in-Charge	Description of Deliverables
Financial Stewardship - Utilized at least 98% of the budget allocation in accordance with the quarterly disbursement program with no overdraft/deficit/disallowance from oversight agency/ies	<ul style="list-style-type: none"> • OSDS - Finance 	Budget Utilization Rate
Process Improvement - Streamlined core processes and management of service provisioning of frontline and other office deliverables to ensure ease of transactions and/or digitalization/digitization	<ul style="list-style-type: none"> • CID Chief • SGOD Chief • OSDS Head 	core processes and services
Process Improvement - Streamlined core processes and management of service provisioning of frontline and other office deliverables to ensure ease of transactions and/or digitalization/digitization	<ul style="list-style-type: none"> • CID Chief • SGOD Chief • OSDS Head 	resolution and compliance rate