NOV 27 2024

DIVISION MEMORANDUM
No. _507_ ,   s. 2024

REPORTING OF FY 2024 ACCOMPLISHMENT

To: Assistant Schools Division Superintendent
        Chief Education Supervisors
        Public Schools District Supervisors
        SDO Personnel

1. Pursuant to DepEd Memorandum OUHROD-2024-0586 from the Office of the Undersecretary-Human Resource and Organizational Development titled, "Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards, this Office instructs all functional units to report their accomplishment for FY 2024.

2. This is to ensure that office plans, commitments, and performance account for the achievement and contribution of the different delivery units to the Agency's Organizational Outcomes as committed in the General Appropriations Act (GAA) Basic Education Development Plan (BEDP), and MATATAG Agenda, among others.

3. The reporting of functional units will be on **December 12, 2024**, during the Office's Planning and Review at Widus Hotel, Clark Freeport Zone, Pampanga.

4. Below is the schedule of presentation:

Time	Presenter
8:30-9:00	Curriculum Implementation Division
9:00-9:20	School Governance and Operations Division
9:20-9:40	OSDS (Personnel)
9:40-10:00	OSDS (Records, Supply, BAC)
10:00-10:20	OSDS Finance (Budget, Accounting,Cash)
10:20-10:40	OSDS (Legal Unit)
10:40-11:00	ICT Unit

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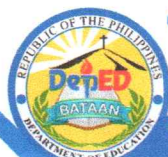www.facebook.com/DepedBataan

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5. All units must reflect in their reports the status of their expected output per key Result Areas.

6. Attached is the expected output and output indicators anchored in Key Result Areas of the Office of the Schools Division Superintendent, for reference.

7. Immediate dissemination of and compliance with this Memorandum is enjoined.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

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

      EVALUATION
      PLANNING
      PROCESS

SO3/PARTS
November 26, 2024

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Enclosure to Division Memorandum No. _____, s. 2024

Expected Output per Functional Unit

(Based from the Revised Office of the Schools Division Superintendent Functions)

School Governance and Operations Division

Key Results Areas	Expected Output	Output Indicators	Concerned Unit
Strategic Leadership and Management	• Division Education Development Plan (DEDP) • Implementing guidelines on the implementation of PPAs • Monitoring and evaluation tool on PPAs implementation	• Division Strategic Directions • SDO units adapting the established mechanism • Number of Accomplished PPAs M&E tool	SGOD Planning and Research SGOD-School Management, Monitoring and Evaluation
Support to school governance and Operations	• DMEA Report	• Number of approved DMEA Report	SGOD-School Management, Monitoring and Evaluation
	• Contextualized policies/guidelines on school management •	• Number of contextualized policies/guidelines approved and issued	SGOD-School Management, Monitoring and Evaluation
	• L&DSystems	• Number of approved training proposals based on LDNA reports	SGOD-Human Resource Development

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	• Rewards and Recognition	• Number of implemented programs on rewards and incentives for service excellence	SGOD-Human Resource Development
Partnerships and Linkages	• SignedMOA/MOU • List of resource needs with the profile of potential local and international donors	• Number of identified local and international donors of education-related program/project	SGOD-Social Mobilization and Networking
	• Regional Memoranda • Localized policies and standards prescribed for partnership building such as Regional Orders, Memoranda, Advisories	• Number of localized policies and standards prescribed and adapted • Number of signed MOAs/MOUs	SGOD-Social Mobilization and Networking
	• Signed MOAs/MOUs	• Number of stakeholders' partnership in relevant areas • convergence/partnership engagements conducted	SGOD-Social Mobilization and Networking
	• Support/Assistance received with applicable	• Number of Local/International partnerships established	SGOD-Social Mobilization

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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100

PHILIPPINE QUALITY AWARD
QUEST FOR EXCELLENCE
COMMITMENT TO QUALITY MANAGEMENT (LEVEL I)

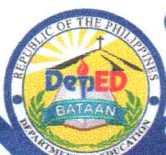|			
	support documents (e.g. contracts, pledges, etc.)		and Networking
	• Progress report M&E Tool for sustained partnership • Organized information system	• Number of standard tools for effective M&E and sustained partnerships	SGOD-Social Mobilization and Networking
Office Administration and Performance Management	• Operations Manua land/or Citizen Charter • Document Tracking System	• Streamlined Processes/Services and Procedures as declared in the Operations Manual and Citizen Charter • Operationa l document tracking system	Lead Auditor
	• Administrative and Financial Reports	• Number of pertinent formsa nd documents accomplished and submitted on time (e.g. WFP, PPMP, APP)	SGOD-Planning and Research
	• SDO Calendar and Targets	• Harmonized SDO Calendar with harmonized targets	SGOD-Human Resource Development
	• List of employees given rewards and recognition	• Number of recognition initiatives conducted	SGOD-Human Resource Development

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	• Citizen/Client Satisfaction Survey (CCSS) Results and Analysis	• CCSS rating received	Lead Auditor
	• Report on Actions taken relativeto the CCSS results (if there's any)	• Number of satisfied clients/ customers based on feedback received	Lead Auditor
	• IPCRF/OPCRF accomplishments • Capacitated staff • Training Completion/Terminal • Reports	• Percentage of achievement of IPCRF/OPCRF • Number of personnel who attended learning and development programs	SGOD-School Management, Monitoring, and Evaluation
	• Reports on performance coaching	• Number of performance coaching activity conducted • Number of Performance review conducted	SGOD-School Management, Monitoring, and Evaluation

Curriculum Implementation Division

Curriculum Implementation	• K to 12 Curriculum related programs, projects, and activities • Localized and contextualized curricula	• Number of curriculum related programs, projects, and activities implemented • Number of developed localized and contextualized

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		curricula per learning area
	• Consolidated Results of M&E Analyses on curriculum implementation	• Number of monitored schools and learning centers *implementing* the Basic Education Curriculum in compliance with standards
	• TA Plan and Instructional Supervisory (IS) Plan based on M&E Results and Analysis	• Number of TA Plan and IS Plan based on M & E Results and Analysis
	• Accomplishment Report of Implemented TA Plan and IS plan based on M&E Results and Analysis	• Number of Accomplishment Report of Implemented • TA Plan and IS Plan based on M&E Results and Analysis
	• Report on the developed and/or contextualized learning resources • Consolidated report on the utilization of learning resources	• Inventory of developed and/or contextualized learning resources • Number of schools and learning centers that can access and/or utilize learning resources

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CSC PRIME-HRM BRONZE AWARD
COMMITMENT TO QUALITY MANAGEMENT (LEVEL I)

Office Administration and Performance Management	IEC Materials/FAQs	Number of developed IEC materials (DepEd TV)

Office of the Schools Division Superintendent

SDO Management Administrative	• Personnel data information system	• Number of personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. promptly identified	Personnel Unit
	• Duly signed payroll • Released salaries & benefits • Personnel e-data to cater all issues relative to salaries & benefits	• Number of personnel who are regularly and promptly provided with compensation • Number of users of e-feedback facility in all offices	Personnel Unit
	• Records of Personnel Action	• Number of approved appointments and deployments evaluated and recommended personnel actions • Number of vacant items that are filled-up	Personnel Unit
	• Hard/Soft Copy of Records Encoded • Data in a stand-alone computer junket to all systems • Functional Records Management System e.g., document tracking system	• Number of data and records available in soft and/or hard copy • Number of developed systems and applications for speedy access to information and database • Number of documents received that are routed/released and or	Records Unit

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		retrieved/updated within the day	
	• Established records and filing system	• Data/Records/Information are readily available as reference at any given time. • Data Information systems conforms with the prescribed format and properly signed by authorized officials.	Records Unit
	• Updated inventory of supplies, materials and equipment received/delivered to the SDO, Schools and Learning Centers	• Updated Inventory of Division Assets • Number of schools and learning centers with updated inventory of supplies, materials, and equipment • Number of schools and learning centers provided with necessary supplies, materials & equipment	Supply Unit
	• Project Procurement Management Plan (PPMP) • Bid/Request for Quotation(RFQ) • Notice of Award(NOA) • Contract • Notice to Proceed(NTP)	• Percentage of approved documents compliant with the specs • Number of transactions that are completely supported by the required procurement documents	BAC
Financial Management	• Complete financial management records • Budgetary and Financial Reports • Financial Management Process Flow • Report on financial issues and concerns	• Number of PPAs implemented based on WFP • Percentage of obligated downloaded funds • Percentage of all obligated funds are disbursed on the required time • Mandatory deductions are remitted promptly	Budget and Accounting Unit

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		• Percentage of addressed AOM by SDO and Implementing units • Percentage of statement of expenditures of SDO and Implementing units complied with in elementary period	
	• Reports on Training/Budget-Planning workshops conducted • Monitoring report on budget obligation based on GAA/NEP	• Number of schools provided with trainings and orientation on procurement and financial management practices/processes • Percentage of financial issues and concerns addressed • Submitted monitoring report on budget obligation based on GAA/NEP	Budget and Accounting Unit
	• Guidelines on Fund utilization • Monitoring and Evaluation(M&E) Reports	• Number of schools and learning Centers that have liquidated cash Advances • Number of Ius and Ous with submitted financial reports are updated and validated • Number of schools monitored and evaluated • Monitoring report of SDO proper, Implementing, and Non- Implementing Units on fund utilization, disbursement, and liquidation in consonance with the auditing rules and regulations.	Accounting Unit
	• Payroll/Disbursement Vouchers	• Percentage of claims of payments of salaries, benefits, and reimbursements processed within the intended time	Cash Unit

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	• Financial Accountability Reports (FARs)	• Percentage of the schools received their mandated fund allocation in full • Percentage of national fund allotments are equitably distributed to schools and learning centers (not applicable to SDOs) • Percentage of required financial reports submitted on time or as required • Timely, complete, and accurate submission of Financial Reports	Budget Unit
	• Liquidation Reports of schools and Learning Centers	• Submitted financial reports • Number of schools and learning centers submitted liquidation reports on the required schedule • Subsumed in Guidelines on Fund utilization	Accounting Unit
Legal Services	• Legal advice/opinions/ decisions	• Number of legal advice and legal opinions/ decisions rendered	Legal unit
	• Memorandum of Agreements (MOAs) reviewed	• Number of MOAs/MOVs reviewed	Legal unit
	• Report on complaints acted upon • Report on investigations conducted	• Percentage of complaints acted upon • Recommendations of the Fact- Finding Committee are considered by the Disciplining Authority	Legal Unit
	• Endorsements and draft action plan.	• Number of endorsements made vis- à-vis number of complaints received.	Legal unit

	• Draft interpretation of laws and rules	• Percentage of documents interpreted vis-à-vis number of endorsements/referrals received.	Legal unit
	• Investigation Reports/ Indorsements	• Number of investigations conducted versus number of complaints delegated	Legal unit
	• Pleadings, legal briefs	• Number of Legal representation/appearances before appropriate tribunals	Legal unit
	• Electronic Certification of No pending administrative case	• Number of E-Certifications validated and issued/ released online within the required time	Legal unit
ICT Systems Management	• M&E Reports • Functional ICT System Maintenance Monitoring Plan	• Approved Maintenance and Monitoring Plan • Number of regular maintenance check of the ICT systems and infra in the SDO and in schools	ICT Unit
	• Approved(Localized)ICT Plan	• Number of schools and learning centers that implemented the ICT Plan • No. of ICT plans and narrative reports signed	ICT Unit
	• Report on IT Account management	• Number of accounts administered and/or managed	ICT Unit
	• Report on all ICT related activities	• Number of submitted ICT related reports on time • Accomplished request for technical/ repair assistance form	ICT Unit

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