



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM

No. 11 s. 2025

FROM : SCHOOLS DIVISION SUPERINTENDENT
TO : ALL SDO PERSONNEL
SUBJECT : **MONTHLY SUBMISSION OF ACCOMPLISHMENT REPORT**
DATE : February 06, 2025

This Office informs all concerned regarding the submission of accomplishment reports every month. The following deadlines are set for the submission per unit:

- Personnel – Every 26th day of the Month, or as the need arises
- CID and SGOD – Every 25th day of the Month
- Finance and Other Units – Every 10th day of the Month

All unit heads are required to submit the reports to the ICT Unit on the identified deadlines. Further, the accomplishment reports shall be flashed at SDO Bataan's Transparency Board, and the following members shall monitor the timely submission and appropriate posting of the ARs:

Chairperson: Dr. Roberto R. Pantig
Co-Chairperson: Anthony Glenn Gacutan
Members:

1. Atty. Hazel G. Dilig-Carandang
2. Myra V. Dilig
3. Rhodora C. Ganzon
4. Ma. Liza Manuel
5. Dr. Mar-Elen Fe G. Reñosa
6. Raymond Joseph V. Mendoza
7. Mary Ann C. Roxas
8. Wilfredo Santos
9. Joan T. Briz
10. All Other Unit Heads

For information and compliance.


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

SO71/jmn