



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819



DepEd DIVISION OF
BAGUIO CITY

JAN 08 2016

RELEASED

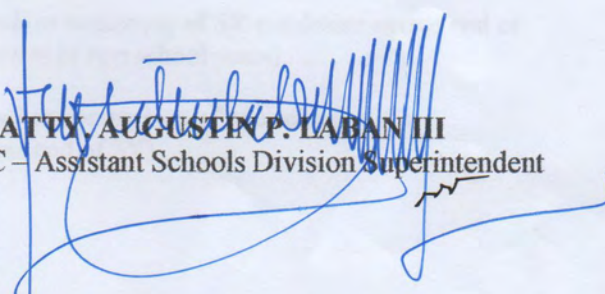
DIVISION MEMORANDUM

No. 13, s. 2016

**SUBMISSION OF 2015 SECONDARY SCHOOL ANNUAL REPORTS
& 2016 ACTION PLANS**

To : **All Secondary Public Schools District Supervisors
Public Secondary School Heads**

1. In compliance with unnumbered DepEd Regional Memorandum dated 21 December 2015, this is to inform the field that the deadline of submission of secondary school Annual Reports for FY 2015 and Action Plans for 2016 will be due on 29 January 2016.
2. Enclosed is the secondary school annual report format for your reference.
3. Submit all reports (in soft and hard copies) at the Division Planning and Research Section.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.


ATTY. AUGUSTIN P. LABAN III
OIC - Assistant Schools Division Superintendent



(Enclosure to Division Memo. 13, s. 2016)

SECONDARY SCHOOL ANNUAL REPORT FORMAT
(Adopted, unnumbered Regional Memorandum dated 21 December 2016)

- Title Page
- Table of Contents
- Introduction
- Vision/Mission
- Mandate
- Core Values
- Organizational Structure
- Key Performance Indicators: (target versus actual)
 - Access
 - Participation Rate
 - Efficiency
 - Cohort Survival Rate
 - Completion Rate
 - Retention Rate
 - Repetition Rate
 - Transition Rate
 - Failure Rate
 - Dropout Rate
 - School Leaver Rate
 - Promotion Rate
 - Quality
 - National Achievement Rate

Highlights of Accomplishments: (by Major Final Output)

MFO 1- BASIC EDUCATION SERVICES:

MFO 1-A

- Enrolment (target versus actual and/ or beginning of SY enrolment versus end of the SY enrolment, and/ or comparison of two school years)
- School age enrolment
- Graduates (target versus actual and/ or comparison of two school years)
- Nutritional Status (beginning versus end of SY)
- Programs/ Projects for Secondary
- Others

MFO 1-B – Other Learners:

- SPED Enrolment
- Enrolment of Indigenous Peoples
- Muslim Enrolment
- Programs and Projects for Other Learners
- Others



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MFO 2 – BASIC EDUCATION GOVERNANCE:

- A. - Teaching and Non-Teaching Personnel
 - number of teaching and non-teaching personnel and other staff
- B. Classrooms, School Furniture, and Textbook
 - number of classrooms
 - school furniture (desks/ arm chairs)
 - o textbooks(by subject, by year level)
- C. Other Resources

MFO 3 – REGULATORY AND DEVELOPMENT SERVICES:

- A. Accreditation Program for Public and Private Schools
- B. Awards, Recognition, and Other Honors Received
- C. Seminars, Trainings, Conferences, Workshops, Festivals, and Competitions Conducted
- D. Seminars, Trainings, Conferences, Workshops, Festivals, and Competitions Attended

PICTORIALS



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ACTION PLAN FORMAT

PROGRAMS/ PROJECTS	OBJECTIVES	PROPOSED ACTIVITIES	TARGET/ OUTPUT INDICATOR	TIME FRAME	PHYSICAL TARGETS	FINANCIAL REQUIREMENTS			KEY PERSONS INVOLVED	LOCATION
						EXPENDITURE	ESTIMATED COST	FUNDING SOURCE		

Prepared by: _____

Submitted by: _____
 (Head of Office/Agency)