



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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RECEIVED DIVISION OF
BAGUIO CITY
JUL 07 2017
RELEASED

DIVISION MEMORANDUM

No. 167, s. 2017

**Schools Governance and Operations (SGOD)
Planning and Research Section Timelines of Programs/Projects/Activities (PPAs) and
Submission of Perceivable Reports for Calendar/School Year 2017-2018**

To : All Public Schools District Supervisors (PSDSs)
Public and Private School Heads
Schools Division Office (Divisions/Sections/Units)
Others Concerned

1. Addendum to Division Memorandum 113, s. 2017 entitled *Results of the Public Schools District Supervisors (PSDSs) and Planning and Research Section Staff Coordination Meeting on 16 March 2017*, the field and concerned Schools Division Office (Divisions/Sections/Units) are hereby informed on the Schools Governance and Operations Division Planning and Research Section Timelines of Programs/Projects/Activities (PPAs) and Submission of Perceivable Reports for Calendar/School Year 2017-2018. Please refer to Enclosure No. 1 of this Memorandum.
2. This mechanism intends to facilitate efficient, accurate and timely submissions of perceivable data which is critical in the generation of reports to the Regional Office, Baguio City Mayor's Office, Baguio City Planning Office, and other requesting government and non-government agencies.
3. Immediate and wide dissemination of this Memorandum to all concerned is desired.

FEDERICO P. MARTIN, EdD, CESO VI
Schools Division Superintendent



SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD) PLANNING AND RESEARCH SECTION
TIMELINES OF PROGRAMS/PROJECTS/ACTIVITIES & SUBMISSION OF PERCEIVABLE REPORTS FOR CALENDAR/SCHOOL YEAR 2017-2018

No./ Legend	PROGRAMS/PROJECTS/ACTIVITIES/REPORTS	2017						2018					
		JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
EDUCATIONAL PLANNING													
1	Early Registration Report SY 2018-2019										*24		
2	Daily Enrolment Report SY 2017-2018	5-9											
3	School Form 4 SY 2017-2018		7	4	1	6	3	1	5	2	2	6	
4	School Form 7 SY 2017-2018 and Division Personnel Inventory CY 2017		28										
5	School Age Enrolment Profile SY 2017-2018		7	4	1	6	3	1	5	2	2	6	
6	Statistics on Promotion and Retention SY 2017-2018												
7	Textbooks and Instructional Materials (IMs) Inventory SY 2017-2018			11									21
8	IPed Profile of Learners SY 2017-2018		21										
9	School Forms 5 and 6 SY 2017-2018												
10	National Achievement Test (NAT) Result SY 2015 - 2016												21
11	School Annual Report CY 2017								5				
12	Division Annual Report CY 2017								31				
13	Private Schools Educational Facilities Inventory SY 2017-2018												
14	National School Building Inventory SY 2016-2017 & SY 2017-2018												
15	Public Schools Teacher Deployment Analysis SY 2017-2018												
16	Budgetary Execution Document (BED) 2 CY 2018												
17	Budgetary Accountability Report (BAR) 1 CY 2017 & 2018		5			5			5			5	
18	Division Annual Implimentation Plan (AIP) CY 2018												
19	Division Actiona Plan CY 2018												
DATA MANAGEMENT SYSTEM													
20	LIS Beginning of School Year (BOSY) 2017-2018 activities												
21	EBEIS Beginning of School Year (BOSY) 2017-2018 activities												
22	LIS End of School Year (EOSY) 2017-2018 activities												
23	EBEIS End of School Year (EOSY) 2017-2018 activities												
24	Housekeeping												
RESEARCH AND DEVELOPMENT													
25	Research Proposal First Semester SY 2017-2018	26			8								
26	Research Proposal Second Semester SY 2017-2018				25				8				
27	Research Final Manuscript SY 2017-2018												
28	Research-based Policy Recommendations SY 2016-2017		22										
29	Division Research Technical Working Committee Submission of Intent for SY 2017-2018			12									
30	Summay of Research-based Policy Recommendations SY 2016-2017			5									
31	Research Journal (Patawid di Adal) Second Issue CY 2017				*29-31								
32	Researches for Patawid di Adal Third Issue CY 2018												
33	Second Research Conference CY 2017				*29-31								*30
34	Orientation on Research Manual SY 2017-2018				*5								

Legend **Applicable to :**
Nos. 1 to 2 for public schools only
Nos. 3-11 & Nos. 20 to 34 for public and private schools
No. 13 for private schools only

Modes of reporting from schools to Planning and Research Section:
Nos. 1 to 8 and 13 - google sheets only using school gmail account, no hard copy
Nos. 9 & 11 & Nos. 25 to 29 - hard copy

* Tentative schedules

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Noted:

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