



DIVISION MEMORANDUM

No. 457, s. 2017

ONLINE SUBMISSION OF ANNUAL REPORT 2017

To : **All Public District Supervisors**
Public and Private School Heads

1. In anticipation for the submission of consolidated annual report of the Division to DepEd Regional Office (RO), City Government of Baguio, and other requesting agencies; the field is informed that the **Annual Report 2017 shall be accomplished and submitted through google sheets.**
2. This innovative and paperless mechanism has been proven effective and efficient way of harvesting quality data from the field by the Planning and Research Section of the Schools Governance and Operations Division.
3. To facilitate the said mechanism, link will only be sent to the official **school gmail accounts** to safeguard the data being reported. Schedule of sharing and deadline of submission via school *gmail accounts* will be as follows:

SCHOOLS	SCHEDULE OF SHARING (on or before)	DEADLINE OF ONLINE SUBMISISON
Public		
Elementary	18 December 2017, AM	18 January 2018, AM
Secondary (Junior and Senior)	18 December 2017, PM	18 January 2018, PM
Private		
Elementary	20 December 2017, AM	20 January 2018, AM
Secondary (Junior and Senior)	20 December 2017, PM	20 January 2018, PM

4. While waiting for the *google sheets* to be shared, please prepare for the following data: enrollment as of November 2017 by curricular program (disaggregated by male, female, and total); personnel inventory by position (disaggregated by male, female, and total); raw data and computed performance indicators (disaggregated by male, female, and total); educational facilities inventory; highlight of accomplishments given to personnel and students; and awards and recognition received. Other data needed, if any, will be included in the *google sheet*.
5. For any clarifications, please call the Planning and Research Section of the Schools Governance and Operations Division at 4466738.
6. Immediate and wide dissemination of this Memorandum to all concerned is required.


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Schools Division Superintendent