



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



11 2018

DIVISION MEMORANDUM


No. 265, s. 2018

**Schools Governance and Operations (SGOD)
Planning and Research Unit Timelines of Programs/Projects/Activities (PPAs) and
Submission of Perceivable Reports for Calendar/School Year 2018-2019**

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

1. The field and concerned Schools Division Office Divisions/Units are hereby informed on the Schools Governance and Operations Division Planning and Research Unit Timelines of Programs/Projects/Activities (PPAs) and Submission of Perceivable Reports for Calendar/School Years 2018-2019. Please refer to Enclosure No. 1 of this Memorandum.
2. This mechanism intends to facilitate efficient, accurate and timely submissions of perceivable data. Further, these data are critical in the generation of reports submitted 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 required.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent


SORAYA T. FACULO, Ph.D.
Officer in Charge
Office of the Assistant Schools Division Superintendent



SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD) PLANNING AND RESEARCH UNIT
TIMELINES OF PROGRAMS/PROJECTS/ACTIVITIES & SUBMISSION OF PERCEIVABLE REPORTS FOR PUBLIC AND PRIVATE SCHOOLS CALENDAR/SCHOOL YEAR 2018-2019

No./ Legend	PROGRAMS/PROJECTS/ACTIVITIES/REPORTS	MODE OF REPORTING	FOCAL PERSON/S	2018					2019					
				JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
EDUCATIONAL PLANNING REPORTS (SCHOOL)														
1	Early Registration Report SY 2019-2020	LIS	Jefferson B. Kispay	as scheduled by Central Office										
2	Daily Enrollment Report SY 2018-2019	Google Sheet	Jefferson B. Kispay	first 5 days from start of classes										
3	Textbooks and Instructional Materials (IMs) Inventory SY 2018-2019			c/o Suppy and LRMS										
4	School Form 4 SY 2018-2019 and School Age Enrollment Profile	Google Sheet	Jefferson B. Kispay		6	3	7	5	9	7	4	8	8	5
5	School Form 7 SY 2018-2019 and SDO Proper Personnel Inventory CY 2018	Google Sheet	Arian C. Bangse-il		27 (public)	if movement occurs	28 (private)	if movement occurs	20 (validation - public)	5 (validation - private)	if movement occurs			
6	Academics Performance Report SY 2018-2019 (Overall only)	Google Sheet	Job Order (JO)	public and private schools - 1 month every after grading exam										
7	IPED and Mother Tongue Profile of Learners SY 2018-2019	Google Sheet	Job Order (JO)	21										
8	School Forms 5 and 6 SY 2018-2019	Generated copy from LIS	Olivia O. Gomez	as scheduled by Central Office										
9	School Improvement Plan SY 2019-2021	Hard Copy	Reynalyn T. Padoyan and Olivia O. Gomez	30										
10	School Annual Implementation Plan CY 2018 & Work Financial Plan CY 2018	Hard Copy	Reynalyn T. Padoyan and Olivia O. Gomez	10										
11	School Annual Report 2018	Google Sheet	All P&R Staff	10										
12	Private Teacher Inventory SY 2018-2019	Hard Copy	Arian C. Bangse-il	25										
EDUCATIONAL PLANNING REPORTS (DIVISION)														
13	Monthly Consolidated School Form 4 SY 2018-2019	Hard Copy	Jefferson B. Kispay		20	24	21	26	23	21	25	22	22	19
14	Quarterly Consolidated School Form 4 SY 2018-2019	Hard Copy	Jefferson B. Kispay				24			21				
15	Public Teacher Inventory SY 2018-2019 a. Per Grade Level b. Per Position c. Per Learning Area	Hard Copy	Arian C. Bangse-il				21			5 (Updated)				
16	Division Annual Report / Functional Division CY 2018	Google Sheet	Reynalyn T. Padoyan and Olivia O. Gomez	31										
17	Public Schools Teacher Deployment/Needs Analysis SY 2018-2019	Google Sheet and Hard Copy	Reynalyn T. Padoyan and Olivia O. Gomez	15		31								
18	Budgetary Execution Document (BED) 2 CY 2019	Hard and Soft Copy	Olivia O. Gomez	5										
19	Budgetary Accountability Report (BAR) 1 CY 2018 & 2019	Hard and Soft Copy	Olivia O. Gomez		5			5			5			5
20	Division Annual Implementation Plan (DAIP)	Hard and Soft Copy	Reynalyn T. Padoyan and Olivia O. Gomez	31										
21	Division Work Financial Plan CY 2019	Hard and Soft Copy	Reynalyn T. Padoyan and Olivia O. Gomez	31										
22	Division Education Development Plan 2019 to 2024	Hard and Soft Copy	Reynalyn T. Padoyan and Olivia O. Gomez	4 (Phase 1)			4 (Phase 2)	1-5 (Phase 3)	20 (Phase 4)		25 (Phase 5)			
DATA MANAGEMENT SYSTEM														
23	LIS Beginning of School Year (BOSY) 2018-2019 activities	LIS	Olivia O. Gomez and Job Order (JO)	as scheduled by the Central Office										
24	EBEIS Beginning of School Year (BOSY) 2018-2019 activities													
25	LIS End of School Year (EOSY) 2018-2019 activities													
26	EBEIS End of School Year (EOSY) 2018-2019 activities													
27	Housekeeping													
RESEARCH MANAGEMENT														
28	First Batch of Basics of Research Writing	N/A	Reynalyn T. Padoyan	9,16, and 30										
29	Third Quarter Call for Research Proposals (BERF and NON-BERF) SY 2018-2019	Hard Copy	Arian C. Bangse-il	Coverage Panel Reviews: April 14 - July 1, 2018 Acceptance: July 2 - 13, 2018										
30	Fourth Quarter Call for Research Proposals (BERF and NON-BERF) SY 2018-2019	Hard Copy	Arian C. Bangse-il	Coverage Panel Reviews: July 14 - September 30, 2018 Acceptance: October 1-12, 2018										
31	Research Final Manuscript (BERF) SY 2018-2019	Hard and Soft Copy	Arian C. Bangse-il	School Level Scope: maximum of 6 months from signing of MOA										
32	Research Final Manuscript (NON-BERF) SY 2018-2019	Hard and Soft Copy	Arian C. Bangse-il	School Level Scope: maximum of 6 months from approval of research proposal										
33	Research Journal (Patawid di Adal) Second Issue CY 2017	Hard and Soft Copy	Reynalyn T. Padoyan											
34	Research Utilization Report	Google sheet	Reynalyn T. Padoyan											
35	Research Evaluation Course for Research Technical Working Committee	Hard and Soft Copy	Reynalyn T. Padoyan	4 & 11										
36	Policy Forum	Hard and Soft Copy	Reynalyn T. Padoyan	24										
37	Third Research Conference	Hard and Soft Copy	Reynalyn T. Padoyan	22-24										
38	Research Management Program Evaluation	Hard and Soft Copy	Reynalyn T. Padoyan	10-14										

Legend: **Applicable to:**
Nos. 1 to 2 and Nos. 28-38 for public schools only
No. 12 for private schools only
Nos. 4-11 & Nos. 23 to 27 for public and private schools
Nos. 14-23 for SDO Proper/SGOD - Planning and Research Unit only

NOTE: OTHER REPORTS REQUESTED BY OTHER REQUESTING AGENCIES ARE NOT INCLUDED.

Prepared by:
REYNALYN T. PADOYAN
Senior Education Program Specialist
Planning and Research

OLIVIA O. GOMEZ
Planning Officer III
SORAYA L. FACULO, PhD
OIC - Assistant Schools Division Superintendent

ARIAN C. BANGSE-IL
Administrative Assistant II

JEFFERSON B. KISPAY
Administrative Aide VI

Noted:
ARTHUR TONGAN
Chief Education Supervisor
Schools Governance and Operations Division

Approved:
FEDERICO F. MARTIN, EdD, CESO V
Schools Division Superintendent