



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
 82 Military Cut-off Road, Baguio



DIVISION MEMORANDUM

No. 669 s. 2019

**ONLINE SUBMISSION OF SCHOOL AND SDO PROPER  
 ANNUAL REPORT 2019**

**To : All Public Schools District Supervisors  
 Public School Heads  
 Private School Heads  
 Functional Divisions (FDs)**

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 **Schools Annual Report 2019 shall be accomplished and submitted through google sheets on or before January 15, 2020.**
2. This innovative and paperless mechanism has been proven effective and efficient way of harvesting quality data from the field.
3. To facilitate the said mechanism, **link for the Annual Report 2019 of School Dashboard and SDO Proper will be sent to the official school\FDs gmail accounts .**
4. Further, the basis of Total Population in computing the Participation Rate/Net Enrolment Rate and Gross Enrolment Rate is as follows:

LEARNERS	TOTAL POPULATION		
	AGES 5 - 11	AGES 12 - 15	AGES 16 - 17
MALE	23,897	13,846	7,274
FEMALE	23,938	14,307	7,805
TOTAL	47,835	28,153	15,079

5. For clarifications, refer to Schools Governance and Operations Division (SGOD) - Planning and Research Unit through email at [planresearchbaguio@gmail.com](mailto:planresearchbaguio@gmail.com) or via telephone at (074) 446-6738.
6. For immediate dissemination and strict compliance.

**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent