



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY




December 4, 2021

Division Memorandum
No. 327 s. 2021

CALL FOR SUBMISSION OF YEAREND REPORTS ON HRTD FUNDED PROGRAMS PROJECTS AND ACTIVITIES

TO: Chief Education Supervisors
PPA Program Owners
Section/Unit Heads
All Concerned

1. This Office through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRD) request all Program Owners to submit their yearend Accomplishment Report (AR) on all Programs Projects and Activities (PPAs) funded by Human Resource Training and Development (HRTD) Funds.
2. The ARs shall comprise of the following:
 1. Terminal Report (please see attached suggested template, can be modified if necessary)
 2. M & E report
 3. Accomplished GAD Checklist
 4. Documentation
3. Please submit in long bond paper at the HRDS Office on or before **December 31, 2021**.
4. Immediate dissemination and compliance of this memorandum is desired.


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



"DepEd SDO Baguio City: We Serve, We Care."

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PPAs ACCOMPLISHMENT REPORT TEMPLATE

A. FUND UTILIZATION AND PHYSICAL ACCOMPLISHMENT

PPAS	ACTUAL ACCOMPLISHMENT (Narrative form)	SUPPORT FUND (ABC)	AMOUNT UTILIZED	NUMBER OF PERSONNEL TRAINED e.g. 21 school heads

B. FACILITATING FACTORS, CHALLENGES & ACTION TAKEN

Facilitating Factors	Challenges	Action Taken	Results

C. LESSONS LEARNED AND PROPOSED ACTION STEPS

Lessons learned from PPA implementation experience	Proposed action steps to improved implementation based on lessons learned