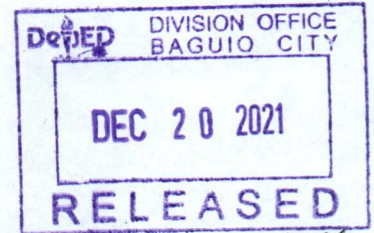




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



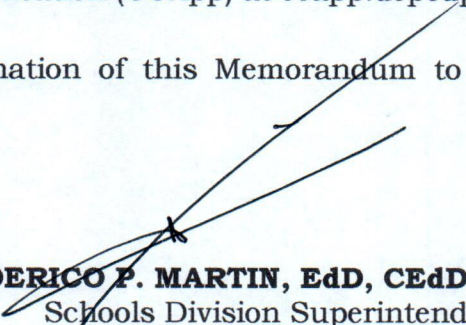
17 December 2021

DIVISION MEMORANDUM  
NO. 34f, s. 2021

**SCHOOLS DIVISION OFFICE (SDO) ANNUAL REPORT AND  
SCHOOL ANNUAL REPORTS 2021**

To : All Public Schools District Supervisors  
All Public and Private Elementary and Secondary School Heads  
All Public and Private Elementary and Secondary School Heads  
Others Concerned

1. In anticipation of 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 Division Office (SDO) Annual Report and School Annual Reports 2021 shall be accomplished through google sheets and school e-planning system accounts, respectively.**
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 School Governance and Operations Division.
3. **Deployment of templates will be on or before 21 December 2021 and the deadline for updating will be on or before 21 January 2022. All concerned personnel who are in charge of this educational planning report are accountable for its data integrity.**
4. For any clarifications, please call the SGOD- Planning and Research Section of the Schools Governance and Operations Division at 4466738 or through Customer Communication Application (CCApp) at [ccapp.depedpines.com](http://ccapp.depedpines.com).
5. Immediate and wide dissemination of this Memorandum to all concerned is required.

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