

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

05 December 2023

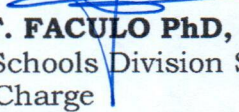
**DIVISION MEMORANDUM**

No. 498-2023

**SCHOOLS DIVISION OFFICE (SDO) ANNUAL REPORT AND  
SCHOOL ANNUAL REPORT 2023**

To: All Chief Education Supervisors  
Public Schools District Supervisor  
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 and School Annual Reports 2023 shall be accomplished through google sheet. These Annual Reports shall be the bases for other SDO and School educational planning reports and future certifications if requested.
2. Deployment of templates will be on December 11, 2023 and the deadline for updating will be on January 19, 2024. All concerned personnel who are in charge of this educational planning report are accountable for its data integrity.
3. For the complete data elements of the SDO and School Annual Report, please refer to the following links to avoid report duplication.  
  
SDO Proper: [tinyurl.com/BaguioAR2023](https://tinyurl.com/BaguioAR2023)  
Public Schools: [tinyurl.com/BaguioAR2023Public](https://tinyurl.com/BaguioAR2023Public)  
Private Schools: [tinyurl.com/BaguioAR2023Private](https://tinyurl.com/BaguioAR2023Private)
4. For clarification, please call the SGOD- Planning and Research Section at 446-6738.
5. Immediate and wide dissemination of this Memorandum to all concerned is required.

  
**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

