



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

March 27, 2026

DIVISION MEMORANDUM

No. 175, s. 2025

**SUBMISSION OF FISCAL YEAR (FY) 2025 ANNUAL ACCOMPLISHMENT
REPORT (AAR)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
All Section Heads/Units Heads
All Others Concerned

1. Pursuant to the attached Regional Memorandum No. 00434, s. 2026 dated March 18, 2026 re: Submission of Fiscal Year (FY) 2025 **Annual Accomplishment Report (AAR)**, this Office directs all division officials and personnel concerned to prepare the required reports with utmost accuracy and attend the hybrid meeting on **April 1, 2026 at 8:30** in the morning at the Division Conference Hall for more detailed instructions.
2. Key personnel who will not be available for the onsite meeting shall be provided with a link to attend virtually via Google Meet:
<https://meet.google.com/rzo-fxaw-smf>
3. For information, guidance and compliance of all concerned.

MARIA-MAGNOLIA F. BRIOSO
Assistant Schools Division Superintendent

Encls. As Stated



**IRIGA
SPRINGS**

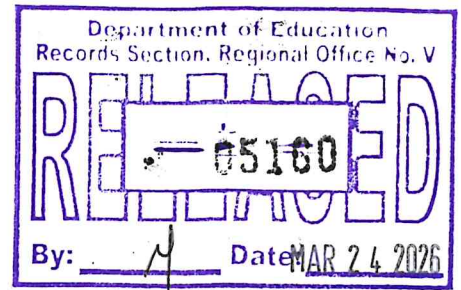
Sa Serbisyong Tapat at Maagap,
Edukasyon ang Dekalidad!



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION V - BICOL



18 March 2026

REGIONAL MEMORANDUM

No. 00434, s. 2026

SUBMISSION OF FISCAL YEAR (FY) 2025 ANNUAL ACCOMPLISHMENT REPORT (AAR)

To : Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

1. This Office directs all Schools Division Offices to submit the final copy of the FY 2025 Annual Accomplishment Report (AAR) collaboratively prepared by OSDS, CID and SGOD, and their respective units and sections.
2. Further, this reiterates the involvement of several personnel with specific functions in the team mandated to prepare the final FY 2025 Annual Accomplishment Report as follows:

Persons Responsible	Functions/Terms of Reference
Chairperson/s Assistant Schools Division Superintendent/s (ASDS/s)	<ul style="list-style-type: none"> ➤ Oversee/s the preparation of the FY 2025 Physical and Financial Accomplishment Report of Programs, Projects and Activities ➤ Ensure/s its submission on or before the due date
Vice Chair-SGOD Chief	<ul style="list-style-type: none"> ➤ Leads and supervises the preparation and submission of FY 2025 Physical and Financial Accomplishment Report of Programs, Projects and Activities
Members	
Senior Education Program Specialist (SEPS), Monitoring & Evaluation	<ul style="list-style-type: none"> ➤ Spearheads the organization of the M&E reports, prepares dashboard, and ensures the inclusion of best practices. ➤ Ensures the completeness and accuracy of the Support to Schools and Learners Program (SBFP, GASTPE, etc.)
Division Information Officer (DIO)	<ul style="list-style-type: none"> ➤ Assists in the preparation of the report considering the milestones of the Division Office
Senior Education Program Specialist (SEPS), Planning & Research	<ul style="list-style-type: none"> ➤ Ensures the completeness and accuracy of the parts based on the education resource inputs/dashboard ➤ Provides the Introduction/SDO Profile ➤ Comprehensive Reports on Education Policy Development Program
Division Engineer	<ul style="list-style-type: none"> ➤ Ensures the completeness and accuracy of the Basic Education Facilities (BEF) and Construction of school buildings, Delivery of School Furniture, Repair and Rehabilitation of Classrooms,



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Certificate No. PHP QMS 24 93 0163

	Electrification of School Sites, Quick Response Fund, and Last Mile Schools Reports
Planning Officer (PO)	➤ Prepares the dashboard and provides analysis on the KPIs
Information and Technology Officer (ITO)	➤ Ensures the completeness and accuracy of DepEd Computerization Program and assists in the preparation of design and layout of Physical and Financial Accomplishment Report of PPAs
LRMS Education Program Supervisor and Program Coordinators/EPSS	➤ Ensures the completeness and accuracy of the Textbooks and other IMs, LTE-SM, LTE-TVL reports ➤ Submits the highlights/success stories of accomplishments on the implemented PPAs of Inclusive Education Program and checks on the mechanics and conventions of writing style.
Administrative Officer V (Finance)	➤ Provides financial reports on all the basic education resources such as teachers, learning resources, and others
Administrative Officer IV (Personnel)	➤ Provides complete and accurate reports in New School Personnel Positions
Senior Education Program Specialist (SEPS), for HRD	➤ Provides comprehensive reports on Education Human Resource Development programs, activities, trainings conducted and other related accomplishments
Public Schools District Supervisors (PSDSs)	➤ Collaborate with the in-charge personnel on the comprehensive and accurate legislative/municipality/district's targets for the FY 2027

3. SDOs shall ensure that the following guidelines are followed:
- Accomplish the report, part by part, review and validate each, and consolidate into one (1) division report.
 - Recommend and approve the report for submission to the regional office.
 - The AAR shall be in A4 size, Bookman Old Style font 11, and with single spacing.
 - Two (2) files of the AAR shall be submitted, one (1) in Word File and the other is the Official/signed one in PDF.
 - Submit one (1) hard bound copy (blue cover)
 - All reports shall be submitted to **qad.rov@deped.gov.ph**. not later than **April 10, 2026**.

4. The AAR must bear the following sections/parts:

Preliminaries

- Division Cover Page (in one full page)
- SDS's Message (in a half or full page)
- ASDS/s' Message/s (in a half or full page)
- Table of Contents
- List of Tables
- List of Figures
- List of Acronyms

Content Sections

- I. Introduction (Paragraph 1: Office Mandate; Paragraph 2: Enumerate the flagship programs & projects including brief description of each)
- II. Status of Implementation of Program & Projects (report template by PREXC)

Annexes

- relevant pictures & photo documentation
5. All queries may be sent through **qad.rov@deped.gov.ph**.
 6. For immediate dissemination and strict compliance.


GILBERT T. SADSAD
Regional Director

QAD/mpp
03/16/2026