



Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

32326200

March 23, 2026

DIVISION MEMORANDUM

No. 0136 s. 2026

**FUNCTIONS OF SDO TEAM ON THE PREPARATION
OF ANNUAL ACCOMPLISHMENT REPORT (AAR)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors of CID and SGOD
All Others Concerned

1. In compliance with the preparation of the Annual Accomplishment Report (AAR), this Office hereby informs all the members on their functions along with the submission of the annual report on **April 13, 2026**.
2. The following are the functions of the members:

Persons Involved	Functions
Melchizedek C. Tongco Chairperson	▪ Oversees the preparation of the FY 2025 Physical and Financial Accomplishment Report of Programs, Projects and Activities ▪ Ensures its submission on or before the deadline
Ernie M. Baranquel Vice Chairperson	▪ Leads and supervises the preparation and submission of FY 2025 Physical and Financial Accomplishment Report of PPAs
Members:	
SEPS, M&E	- 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 Government Assistance and Subsidies
DIO	Assists on the preparation of the report considering the milestones of the Division Office



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Persons Involved	Functions
Members:	
SEPS, P&R	- 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
SDO Engineer	- Ensures the completeness and accuracy of the Basic Education Facilities (BEF) on construction of school buildings, delivery of School Furniture, Repair and Rehabilitation of Classrooms, Electrification of School Sites, Quick Response Fund, and Last Mile Schools Reports
Planning Officer	- Prepares the dashboard and provides analysis on the KPIs
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 EPS and Program Coordinators/Education Program Supervisor/s	- 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.
AO IV (Personnel)	- Provides complete and accurate reports in New School Personnel Positions
AO V (Finance)	- Provides financial reports on all the basic education resources such as teachers, learning resources, and others
SEPS for HRD	- Provides comprehensive reports on Education Human Resource Development Programs, activities, trainings conducted and other related accomplishments



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Persons Involved	Functions
PSDSs	- Collaborate with the in-charge personnel on the comprehensive and accurate district's targets for the FY 2025.

3. All members are required to update and ensure the accuracy and completeness of the data in the FY 2025 AAR thru this link:
<https://tinyurl.com/muv7xvz>.

4. A finalization meeting of the team will be held at the **SDS Office on April 9, 2026 at 9 a.m.**

5. For information, guidance and compliance.


NYMPHA D. GUOMO
Schools Division Superintendent

SGOD/SMME/AAR
3/23/26/acq