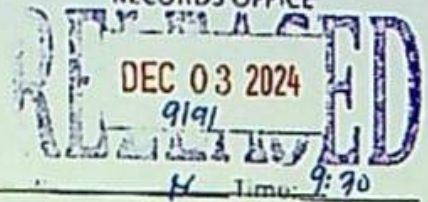




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

November 29, 2024

DIVISION MEMORANDUM

No. 508, s.2024

SUBMISSION OF 2024 ANNUAL REPORT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisor
Senior Education Program Specialists
Unit/Section Heads
All Others Concerned

1. Annual Report provides a glimpse of the accomplishment of the Schools Division Office vis-à-vis the programs, projects and activities. This serve as significant reference on how the SDO has performed during the previous year.
2. All Unit/Section Heads, Education Program Supervisor, Senior Education Program Specialist and Program Owners are requested to submit your 2024 Annual Report for your respective subjects/areas/programs and projects on or before December 27, 2024.
3. Please submit the FY2024 Annual Report to the SGOD – Planning & Research Unit through email: joann.jimenez001@deped.gov.ph
4. For information and strict compliance.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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TEMPLATE

2024 ANNUAL REPORT

Subject/Program & Project/Unit:

Content:

1. Introduction
2. Objectives of the Subject/Program & Project/Unit
3. Summary of Accomplishments
4. Key Performance Indicators and Results
5. Challenges and Issues Encountered
6. Innovations and Best Practices
7. Budget Utilization and Financial Report
8. Recommendations and Next Steps

1. Introduction

Overview:

- Brief description of the program or project.
- Background, including when it was initiated and its relevance to DepEd's goals.
- Target beneficiaries and areas covered.

2. Objectives

- Specific Objectives
- Clear and measurable objectives aligned with the program's purpose.
- Connection to overarching DepEd priorities (e.g., quality education, access, equity).

3. Summary of Accomplishments

- Major Achievements
- Highlight key milestones achieved during the year.
- Specific data points or metrics showing progress.
- Notable partnerships or collaborations.

4. Key Performance Indicators and Results

- Table or summary of indicators, targets, and actual results.
- Analysis of performance gaps and successes.
- Visual aids such as charts or graphs to depict progress.

5. Challenges and Issues Encountered

- Description of obstacles faced during implementation.
- Impact of challenges on program objectives.
- Strategies employed to address these issues.

6. Innovations and Best Practices

- Innovations introduced during the year to enhance efficiency or effectiveness.
- Best practices that emerged from program implementation.
- Lessons learned that can be applied to future projects.

7. Budget Utilization and Financial Report

- Allocation vs. actual expenditures.
- Breakdown of costs by activities or components.
- Insights on financial efficiency and areas for improvement.

8. Recommendations and Next Steps

- Recommendations for addressing challenges and improving implementation.
- Proposed focus areas for the next year.
- Timelines and responsibilities for follow-up actions.

9. Include relevant supporting documents such as:

- Data and statistics
- Photographs
- Reports or evaluations
- Certificates or awards