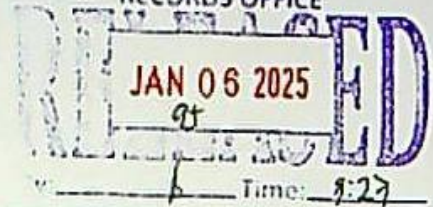




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

January 6, 2025


DIVISION MEMORANDUM

No.: 605, s. 2025

SUBMISSION OF CONSOLIDATED REPORTS AND PLANS FOR 2024 AND 2025

To: Assistant Schools Division Superintendent
Chiefs of Functional Division- CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. In line with the Department of Education's commitment to ensuring the continuous improvement and accountability of our offices and personnel, this office requests all functional offices to submit a **2024 Consolidated Annual Implementation Report**, reflecting the accomplishments and performance of your respective offices aligned with the identified output indicators under each Key Result Area, and a **2025 Annual Implementation Plan**, detailing the proposed initiatives and strategies to address the identified output indicators for the upcoming year as specified in your Office Functions (Version 3).
2. The report templates are provided in Enclosure No. 1 and 2. Please note that the deadline for submission is **January 15, 2025**.
3. Soft copies of the consolidated reports and AIPs must be submitted through this link: <https://tinyurl.com/DCAIPlan2024>.
4. For questions and clarifications, you may contact Ms. Joan Jimenez, Planning Officer of the School Governance Operations Division.
5. Immediate dissemination of this memorandum and compliance is desired.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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Enclosure 1: 2024 Annual Implementation Report

Part 1: PAPs vis-à-vis KRA

KRA	Output	Output Indicator	Status/Results	Remarks

Part 2: Innovations

KRA	Innovation	Description	Implementation Timeline	Status

Part 3: Ways Forward

PAPs	Challenges/ Issues/ Problems Encountered	Recommendation/s	Ways Forward

Note: Please add more rows as necessary.



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Enclosure 2: 2025 Annual Implementation Report

Part 1: PAPs vis-à-vis KRA

KRA	Objectives	Output/s	Proposed Projects/Activities	Implementation Timeline

Part 2: Innovations

KRA	Objectives	Innovation	Description	Implementation Timeline