



Republic of the Philippines  
Department of Education  
Region V(Bicol)

**SCHOOLS DIVISION OF CATANDUANES**  
Virac, Catanduanes

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January 31, 2018

RELEASE

DepEd, Division of Catanduanes  
RECORDS SECTION

Date: JAN 31 2018

Time: 11:34 AM

Initial/Signature: [Signature]


**DIVISION MEMORANDUM**

No. 20 s, 2018

**PREPARATION AND SUBMISSION OF ANNUAL ACCOMPLISHMENT REPORT (AAR)  
FOR CY 2017**

TO: Assistant Schools Division Superintendent  
Chief of SGOD and CID  
All Education Program Supervisors and PSDSs  
All Senior Education Program Supervisors,  
PAPs Coordinators, Section Heads, and  
All Others Concerned

1. In compliance with the Unnumbered Regional Memorandum dated January 9, 2018, this Office reiterates the preparation and **submission** of concerned data required in the preparation of Annual Accomplishment Report (AAR) for CY 2017.
2. As agreed during our meeting last January 17, 2018 at SDS Conference Room the due date is today January 31, 2018. Kindly submit the data in soft and hard copy to SGOD Planning and Research Unit for consolidation. Further, please be reminded also that the data, tables to be submitted should have a narrative analysis.
3. All personnel involved in the preparation of the AAR are allowed to render overtime (OT) services during weekdays, weekend and holidays when necessary to meet the target scheduled on or before February 12, 2018, subject to the approval of the undersigned.
4. For information, guidance and strict compliance.

  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent