DIVISION MEMORANDUM
No. 32, s. 2016

To: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

1. This office reminds the field of the submission of the Annual Accomplishment Report in Edukasyon sa Pagpapakatao and in Guidance as a part of the required School Year-End Report, SY: 2015-2016 with the format below:
   I. Introduction
   II. Significant Accomplishments
       (Please include contests, school activities, etc.)
   III. Problems Met
   IV. Measures/Solutions Taken/Done
   V. Recommendations
   VI. Pictorials

2. Name of Secondary School Guidance Counselor/Designate
3. Name of District Guidance and ESP Coordinators
4. Trainings attended by the Guidance Counselor/ESP Coordinators
5. Likewise, the report included in the former memo should be corrected as:

   Training Needs in Guidance and ESP
   Guidance
   1. Training Needs
   2. Curriculum Materials Needed
   Edukasyon sa Pagpapakatao
   1. Training Needs
   2. Curriculum Materials Needed

6. Deadline for the submission of these reports should be on April 15, 2016.
7. For the information, guidance, and compliance of all concerned.

SOCORRO V. DELA ROSA, CESO VI
School Division Superintendent