



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



DIVISION MEMORANDUM

No. 32, s. 2016

APR 07 2016
RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date: APR 07 2016
Time: 1:45 PM
By: [Signature]

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 | Edukasyon sa Pagpapakatao |
|--------------------------------|----------------------------------|
| 1. Training Needs | 1. Training Needs |
| 2. Curriculum Materials Needed | 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.

[Signature]
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent