

Republic of the Philippines  
Department of Education  
Region V – Bicol

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**UNNUMBERED MEMORANDUM**

OASDS-UM-01-12-2024/AMBA

TO : **Asst. Schools Division Superintendent**  
**SGOD Chief**  
**Education Program Supervisors**  
**Senior Education Program Specialists (M&E, HRD & Planning and Research)**  
**Administrative Officer V (Budget Officer)**  
**Division Engineer**  
**Division Information Officer**  
**Information Technology Officer I**  
**Planning Officer**  
**Administrative Officer IV (HRMO)**  
**All Others Concerned**

FROM :   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

SUBJECT : **PREPARATION OF FY 2023 PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT OF PROGRAMS, PROJECTS, AND ACTIVITIES**

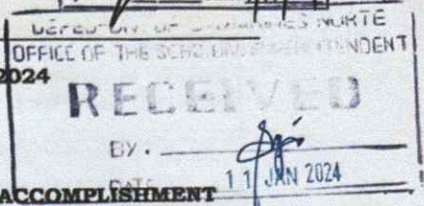
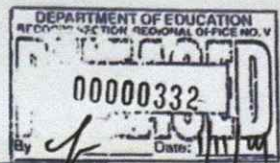
DATE : January 12, 2024

1. In preparation for the submission of our SDO report for FY 2023 Physical and Financial Accomplishment Report of Programs, Projects and Activities to the Regional Office, a short conference of all concerned shall be held at 9:30 AM at the SDS Office.
2. Attached is Regional Memorandum No. 42 s. 2023 re: Submission of FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities for your reference.
3. For information and guidance.

AMBA/UM-FY 2023 PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT OF PROGRAMS, PROJECTS, AND ACTIVITIES  
0004/JANUARY 12, 2024



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



10 Jan 2024

REGIONAL MEMORANDUM  
 No. 000042, s. 2024

**SUBMISSION OF FY 2023 PHYSICAL AND FINANCIAL ACCOMPLISHMENT  
 REPORT OF PROGRAMS, PROJECTS, AND ACTIVITIES**

To : Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of Functional Divisions  
 All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), directs all the concerned Schools Division Office (SDO) personnel on the Submission of the Fiscal Year 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities using the template found in this link <https://bit.ly/CY2023SDOAccomplishmentPPAsTemplateReport> on or before 5:00 p.m. of February 16, 2024.

2. Herewith are the persons involved in the preparation of the SDOs' FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities with specific functions:

Persons Involved	Functions
Chair - ASDS/s	<ul style="list-style-type: none"> <li>✓ Oversees the preparation of the FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities</li> <li>✓ Ensures its submission on or before the deadline.</li> </ul>
Vice Chair - SGOD Chief	<ul style="list-style-type: none"> <li>✓ Leads and supervises the preparation and submission of FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities</li> </ul>
<b>Members</b>	
SEPS M&E	<ul style="list-style-type: none"> <li>✓ Spearheads the organization of the M and E reports, prepares dashboard, and ensures the inclusion of best practices.</li> <li>✓ Ensures the completeness and accuracy of the Support to Schools and Learners Program               <ul style="list-style-type: none"> <li>• SBFP</li> <li>• Government Assistance and Subsidies</li> </ul> </li> </ul>
DIO	<ul style="list-style-type: none"> <li>✓ Assists on the preparation of the report considering the milestones of the Division Office</li> </ul>
SEPS P&R	<ul style="list-style-type: none"> <li>✓ Ensures the completeness and accuracy of the parts based on the education resource inputs/dashboard</li> <li>✓ Provides the Introduction/SDO profile</li> <li>✓ Comprehensive Reports on Education Policy Development Program</li> </ul>
Engineer	<ul style="list-style-type: none"> <li>✓ Ensures the completeness and accuracy of the Basic Education Facilities (BEF) on Construction of school</li> </ul>



Regional Center Site, Rawis, Legazpi City 4500


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Persons Involved	Functions
	buildings, Delivery of School Furniture, Repair and Rehabilitation of Classrooms, Electrification of School Sites, Quick Response Fund, and Last Mile Schools Reports
PO	✓ Prepares the dashboard and provides analysis on the KPIs
ITO	✓ Ensures the completeness and accuracy of DepEd Computerization Program and assists in the preparation of design and layout of Physical and Financial Accomplishment Report of PPAs
LRMS EPS and Program Coordinators/ EPSs	<ul style="list-style-type: none"> <li>✓ Ensures the completeness and accuracy of the Textbooks and other IMs, LTE-SM, LTE-TVL reports.</li> <li>✓ Submits the highlights/success stories of accomplishments on the implemented PPAs of Inclusive Education Program and checks on the mechanics and conventions of writing style.</li> </ul>
AO V (Finance)	✓ Provides financial reports on all the basic education resources such as teachers, learning resources, and others
AO IV (Personnel)	✓ Provides the complete and accurate reports in New School Personnel Positions
SEPS for HRD	✓ Provides comprehensive reports on Education Human Resource Development programs, activities, trainings conducted and other related accomplishments
PSDSs	✓ Collaborate with the in-charge personnel on the comprehensive and accurate by Legislative/municipality/district's targets for the FY 2025.

3. Expenses incurred in the conduct of this activity such as but not limited to food, venue, supplies, and materials shall be charged to the local funds/MOOE subject to the existing budgeting, accounting, and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum is desired.

  
**GILBERT T. SADSAD**  
 Regional Director

Ref.: Major-Programs-Projects-and-Activities-Status-of-Implementation-FY-2022 dated May 4, 2023

To be indicated in the Perpetual Index under the following subjects:

ACCOMPLISHMENT  
 PROGRAMS  
 PROJECTS  
 STATUS  
 SUPPORT TO OPERATIONS