

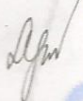

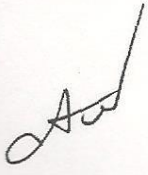
April 6, 2015


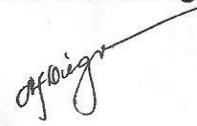
DIVISION MEMORANDUM
No. 26, s. 2015



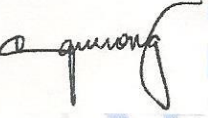
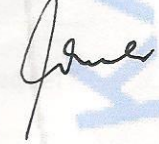

**LIST OF REQUIRED YEAR-END REPORTS
SCHOOL YEAR 2014-2015**

**To: Education Program Supervisors
District Supervisor
Elementary and Secondary School Heads**

The following are the list of required reports that should be submitted to this Office on or before the dates indicated opposite each report.

DIVISION SUPERVISORS / PERSONNEL CONCERNED	TITLE OF REPORT	DUE DATE
<p>Doris DJ. Estalilla</p> 	<ol style="list-style-type: none"> 1. Performance Appraisal System of School Administrators – Division Supervisors, District Supervisor, Elementary and Secondary School Heads (with complete supporting documents) 2. Summarized CB-PAST of Teachers by school Elementary & Secondary-1st Semester (with supporting documents to be filed in school) 3. Summarized CB-PAST of Teachers by school (notarized) Elementary & Secondary-2nd Semester and with individual sheet (supporting documents to be filed in school) <p><i>Note: Outstanding Rating of school heads & teachers are to be submitted with supporting documents</i></p>	<p>April 20, 2015</p> <p>April 20, 2015</p> <p>April 20, 2015</p>
<p>Frederick B. Vallinas</p>	<ol style="list-style-type: none"> 1. Implementation/Status Report Re: City Ordinance No. 2010-416, requiring every graduating student within the territorial jurisdiction of the City of Antipolo to plant and nurture trees. 2. Updated School Building Card (as of April, 2015) 3. Updated Site Development Plan (as of April, 2015) 	<p>April 16, 2015</p> <p>April 16, 2015</p> <p>April 16, 2015</p>
<p>Merlita O. Sayago</p> 	<ol style="list-style-type: none"> 1. Comparative Results of SREYA for SY 2014-2015 (June-beginning & March-ending) email at antipolokindergarten@yahoo.com 	<p>April 17, 2015</p>
<p>Anselmo C. Celeste, Jr.</p> 	<ol style="list-style-type: none"> 1. Inventory of ALS Equipment and Property Identifying those acquired 2005-2014 2. List of ALS A&E Test Registrants and Test Takers for the last December 14, 2015 by level and by School/CLC <p>Note: ALS Mobile Teacher, DALSC and School ALS Coordinator/IM shall accomplish the stated reports in ALS</p>	<p>April 17, 2015</p> <p>April 17, 2015</p>
	<ol style="list-style-type: none"> 3. Comparative Report on the Number of Dropouts SY 2013-2014 and 2014-2015 Male and Female by Grade, and top 5 reasons in dropping out for the 2 years compared. <p><i>The following reports are to be filed at the school level for future use and must be available when needed/necessary:</i></p>	<p>April 17, 2015</p>

	<ul style="list-style-type: none"> ALS Action Plan for CY 2015 ALS Report Card by CLC CY 2014 (for DALSC only) Narrative and Pictorials Report on School Initiated Intervention (SII) for the PARDO/SARDO SY 2014-2015 																					
<p>Cristina C. Salazar</p> 	<p>1. Phil-IRI Results (Grades IV-VI only)</p> <p><i>The following reports are to be filed at the school level for future use and must be available when needed/necessary:</i></p> <ul style="list-style-type: none"> Report in Journalism <ol style="list-style-type: none"> Financial Report (signed by the GPTA President & Treasurer) Report on Winnings Received for the last 3 years (Journalist & School Paper) <table border="1" data-bbox="430 760 1250 1009"> <thead> <tr> <th>School Year</th> <th>Category</th> <th>Place</th> <th>Name of Contestant</th> <th>Coach</th> </tr> </thead> <tbody> <tr> <td>SY 2014-2015</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SY 2013 2014</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SY 2012-2013</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	School Year	Category	Place	Name of Contestant	Coach	SY 2014-2015					SY 2013 2014					SY 2012-2013					<p>April 22, 2015</p>
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SY 2014-2015																						
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<p>Dr. Luisito F. Diego</p> 	<p>1. Title of Action Research Conducted / On-going Action Research for CY 2015 (Soft and Hard Copy)</p> <p>2. Proposed Action Research for CY 2015 (EPS, SH's & Teachers)</p>	<p>April 17, 2015</p> <p>April 17, 2015</p>																				
<p>Lolito A. Makiramdam</p>	<p>1. Sports Program for School Year 2015-2016</p> <p>2. 4th Quarter Report on Earthquake / Fire Drill</p> <p>3. Financial Report of GPTA</p> <p><i>This report should be filed at the school level for future use and must be available when needed/necessary:</i></p> <ul style="list-style-type: none"> List of Sports and Musical Instruments 	<p>April 25, 2015</p> <p>April 15, 2015</p> <p>April 15, 2015</p>																				
<p>Lourdes A. Tabuena</p>	<p>1. SPG/SSG Accomplishment Report</p> <p>2. Report on SSG / SPG Officers</p> <p>3. Report on the use of GAD Exemplar</p> <p>4. GAD Plan and Budget FY 2016 /Action Plan on Gender & Development (GAD) FY 2016</p> <p>5. Accomplishment Report on GAD FY 2015</p> <p>6. ALIVE Accomplishment Report (JSES & Sta. Cruz ES) First Quarter 2015</p> <p>7. SPED Accomplishment Report (Elem. & Sec.) First Quarter 2015</p> <p>8. Narrative report on PEACE Education with pictorial</p> <p><i>This report should be filed at the school level for future use and must be available when needed/necessary:</i></p> <ul style="list-style-type: none"> Action Plan in Araling Panlipunan for SY 2015-2016 	<p>April 15, 2015</p> <p>Due: March 30, 2015 April 15, 2015</p> <p>April 15, 2015</p> <p>April 22, 2015</p> <p>April 28, 2015</p> <p>April 15, 2015</p> <p>April 17, 2015</p> <p>April 15, 2015</p> <p>April 28, 2015</p>																				

<p>Reynaldo M. Andrade, Jr.</p> 	<p>1. Phil-IRI Result (Post test) Grade IV-VI</p>	<p>May 6, 2015</p>
<p>Dolores J. Agong</p> 	<p>1. SBM-Level of Practice Report (1st Quarter)-soft & hard copy</p> <p>2. Accomplishment Report of STE (San Jose National High School)- Soft & hard copy</p> <p><i>The following reports are to be filed at the school level for future use and must be available when needed/necessary:</i></p> <ul style="list-style-type: none"> • Action Plan in Science SY 2015-2016 • Accomplishment Report in Science SY 2014-2015 • List of Teachers by Specialization in Science (Secondary) • List of Science teacher by grade level 	<p>April 17, 2015</p> <p>April 20, 2015</p>
<p>Cynthia C. Quirong</p> 	<p>1. Summarized Report on School Canteen Fund (Elementary & Secondary)</p> <p>2. Report on Adopt-A-School Program (January to March, 2015) using the correct format</p> <p>3. Updated list of payment as CAPSTEA members (with initial of Asst. Treasurer-Mrs. Belgera of San Jose NHS)</p>	<p>April 15, 2015</p> <p>April 15, 2015</p> <p>April 15, 2015</p>
<p>Priscilla V. Salo</p> 	<p>1. Inventory of ICT Equipments as of March 31, 2015 (online forms)</p> <p>2. Report on the utilization of computer laboratories / AVR / DCP e-Classrooms (online forms)</p> <p>3. Fourth periodical test results in all learning areas</p> <p>4. Third periodical test results in ESP & Values Education</p> <p><i>The following reports are to be filed at the school level for future use and must be available when needed/necessary:</i></p> <ul style="list-style-type: none"> • Accomplishment report based on submitted action plans for ICT (hard & soft copy) • ICT Action Plan for SY 2015-2016 (soft & hard copy) 	<p>April 30, 2015</p> <p>April 30, 2015</p> <p>April 30, 2015</p> <p>April 30, 2015</p>
<p>Alfonso L. Abogado</p> 	<p>1. SF4 as of March, 2015</p> <p>2. SF-5 report on Promotion</p> <p>3. SF-6 Summarized Report on Promotion</p> <p>4. Updated List of Personnel and Profile (see attached format)-soft copy only</p> <p>5. Tentative Organization of Classes (see attached format)</p>	<p>April 24, 2015</p> <p>April 24, 2015</p> <p>April 24, 2015</p> <p>April 24, 2015</p> <p>April 24, 2015</p>
	<p>6. List of Pupil/Student and Teacher Accomplishments by subject area (see attached format) Soft copy only</p>	<p>April 24, 2015</p>

	7. Updated school profile (flyer type)-2 copies	April 24, 2015
Christine T. Coronado	1. Updated Form 212 of all Nationally Funded Employees	April 30, 2015
	2. List of Unfilled Positions (Indicate the item # name of employee)	April 30, 2015
Michael P. Glorial	1. Textbook Ratio per Title / Subject / Source	April 20, 2015
	2. Inventory of Science Laboratory Equipment per Source	April 20, 2015
	3. Inventory of Textbooks per source	April 20, 2015
	4. Inventory of School Armchairs, Desks and Blackboards per source	April 20, 2015
	5. Report on deliveries	April 20, 2015
	6. Report on Waste Materials with pictures as of March 31, 2015	April 20, 2015
	7. Inventory of Office / School Equipments per source	April 20, 2015
	8. Inventory of Sports equipments and supplies per source	April 20, 2015
	9. Inventory of IA/EA tools	April 20, 2015
	10. Inventory of ICT equipments per source	April 20, 2015
	11. Textbook Situation Report by SY 2014-2015	April 20, 2015
Raquel F. Esguerra	1. Fidelity Bond for Elementary School Heads and Non-IU's	April 24, 2015
Albeno L. Del Monte, Jr.	1. Annual Physical Examination Result for Teaching and Non-Teaching personnel	April 30, 2015
	2. End line Nutritional Status SY 2014-2015	April 30, 2015
	3. School Based Feeding Program Terminal Report SY 2014-2015	April 30, 2015
	<i>This report should be filed at the school level for future use and must be available when needed/necessary:</i>	
	<ul style="list-style-type: none"> Year-end report on health related activities, programs done in school for SY 2014 –2015 	

This Memo shall serve as the transmittal letter, hence every report to be submitted must be signed by the receiving supervisor / personnel concerned.

The Supervisor in-charge/depd personnel shall consolidate each report to be submitted to Regional and Central Offices.

For strict compliance.



DR. MERTHEL M. EVARDOME

Acting Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent