



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



JUL 13 2016

DIVISION MEMORANDUM

No. 364, s. 2016

SUBMISSION OF WEEKLY AND MONTHLY ACCOMPLISHMENT REPORTS

To: Assistant Schools Division Superintendents
Chiefs/EPS's/Division Coordinators/SEPS's/EPS's II
PSDS's/District OIC's
Section Heads in the Division
School Heads (Elementary, Secondary Schools/Senior HSs)

1. To arrest the deteriorating quality of education, one of the immediate tasks that needs to be undertaken is to increase engaged time-on-task. (Ref. D.O No. 9, s. 2005)
2. In line with our efforts to maximize utilization of manpower and to ensure alignment of positions and job descriptions to actual daily activities contributory to DepEd's Overall Goals, as mandated, this Office requires submission of Weekly and Monthly Accomplishment Reports from the following Division/School Personnel:

Assistant Schools Division Superintendents
Chiefs/EPS's/Division Coordinators/SEPS's/EPS's II
PSDS's/District OIC's
Section Heads in the Division

3. Everybody is therefore reminded to go over your job descriptions, roles and functions and are directed to align all efforts for the attainment of the Office Performance Commitment and Review (OPCR) of this Division and the Department's Overall Goals, Mission and Vision.
4. Submission starts End of this Month, July 2016 to this Office.
5. School Heads shall continue to submit Monthly Accomplishment Reports attached to DTR to the ASDS Area Consultant
6. For information and compliance of all concerned.


RHEA MARA ANGTUD, Ed.D, CESO VI
Schools Division Superintendent