



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

July 31, 2023

**DIVISION MEMORANDUM**

No. 0301, s. 2023

**YEAR-END REPORTS FOR SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, Curriculum and Implementation Division  
Chief Education Program Supervisor, Schools Governance and Operation Division  
All Public Schools District Supervisors  
All School Heads  
All Other Concerned

The field is hereby reminded of the following Year-End Reports for submission to this Office.

Attached is the checklist for your reference.

For compliance.

**REYNALDO B. MELLORIDA CESO V**  
Schools Division Superintendent

  
EDUARD C. AMOGUIS, EdD  
Chief Education Supervisor  
Curriculum Implementation Division



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XI  
DIVISION OF DAVAO DEL NORTE  
Mankilam, Tagum City  
**Checklist of Division Year End Reports**

Report No.	Title of Report	To be submitted by	To be received by / Due Date
1	PTA Financial Statement duly signed by President and Auditor	PSDS/ Sec. Admin	Mr. Norhan Jalmaani / 8-14-23
2	SBM Level of Practice	PSDS/ Sec. Admin	Mr. Christopher Gonzales / 8-14-23
3	Report on Number of graduates (Grade 6 & 12) & Completers (Kinder & Grade 10) thru google forms	PSDS/ Sec. Admin	Planning Section / 8-11-23
4	Report on Drop-outs by Gender and by Grade / Year Level, SY 2022-2023 and their causes (thru google form)	PSDS/ Sec. Admin	Planning Section / 8-11-23
5	Number of Teachers by specialization (Science, English, MAPEH, Filipino, Araling Panlipunan) google sheet	PSDS/ Sec. Admin	Planning Section / 8-11-23
6	Summarized Report on Promotion and Level of Proficiency or School Form 6 (attached to SF 5 on (1) hard copy only) SY 2022-2023	PSDS / Sec. Admin	Planning Section / 8-11-23
7	Inventory of Property Plant and Equipment. (50 Thousand & above) email add ( <a href="mailto:aldrin.gevila@deped.gov.ph">aldrin.gevila@deped.gov.ph</a> ) RPCPPE- Appendix 73	PSDS/ Sec. Admin	Mr. A. Gevila- Supply Office / 10-31-23
8	Inventory of Semi-expendable Assets (Below 50 Thousand) email add ( <a href="mailto:aldrin.gevila@deped.gov.ph">aldrin.gevila@deped.gov.ph</a> ) RPCI- Appendix 66	PSDS/ Sec. Admin	Mr. A. Gevila- Supply Office / 10-31-23
9	Submission of form 86 with lab results of all TP/NTP of schools.	Medical Section	Medical Section c/o District Nurse / 8-4-23
10	School Health facilities survey on OPLAN kalusugan sa DepEd Programs (pls. see DM-0277, S. 2023)	Medical Section	Medical Section c/o District Nurse / 8-4-23
11	Nutrition month celebration report (pls. refer to DM-0273, S. 2023)	Medical Section	Medical Section c/o District Nurse / 8-4-23
12	Secondary year-end nutritional status	Medical Section	Medical Section c/o District Nurse / 8-4-23
13	Updates of ICT equipment & Computers & utilization of E-Classroom (Online)	PSDS / Sec. Admin	Mr. Paul Arsolon / 8-4-23
14	Accomplishment Report on Guidance Program on Child Abuse and Child Bullying (1st & 2nd Quarter) /online	PSDS/ Sec. Admin	Ms. Jillian Casal/ 8-4-23
15	SMEA Accomplishment Report (4th Quarter) powerpoint (submit soft copy thru: <a href="http://tinvurl.com/ddnsmea23">tinvurl.com/ddnsmea23</a> )	School M&E Coordinators	Mr. Arnel Labasan / 8-18-23
16	School Heads Professional Development Plan SY 2023-2024	School Head	Ms. Gay Taguiran / 8-31-23
17	Scanned copy of Approved Teachers' IPCRF for SY 2022- 2023 (Parts 1-4) Proficient & Highly Proficient Teachers, Validated by the School Performance Management Team (PMT) (Scanned, approved & validated). Issuance of Separate Memorandum will follow for specific instructions on where to submit and what to put for proper file names.	School Head	Records Section / 8-31-23
18	Highly Proficient or Master Teachers IPCRF (Part 1- 4) for SY 2022-2023 Hard Copy (only those who have <b>OUTSTANDING</b> rating shall submit their MOV's for checking)	PSDS/ Sec. Admin	SDS Office / 8-25-2023
19	Approved District Summary of Ratings Report (Scanned) copy By District including Secondary Schools via Email to <a href="mailto:depeddavnor.records@deped.gov.ph">depeddavnor.records@deped.gov.ph</a>	PSDS/ Sec. Admin	Records Section/ 8-15-22

20	List of Kinder Teachers (thru google forms)	PSDS/ Sec. Admin	Planning Section/ 8-11-23
21	Copy of Approved Annual Procurement Plan	School Head	Christopher Gonzales / 7-14-23
22	Copy of Approved Enhanced School Improvement Plan	School Head	Christopher Gonzales / 7-14-23
23	School Head's IPCRF (Part I-4) for CY 2022-2023) w/ MOV	PSDS	ASDS Office / 8-25-23
24	Proficiency Level in Filipino (soft copy/Google link & email to EPS)	Filipino District Coordinator	EPS Exelsis Deo Deloy / 8-21-23
25	Least Learned Competencies in Filipino and interventions made (soft copy/ Google link & email to EPS)	Filipino District Coordinator	EPS Exelsis Deo Deloy / 8-21-23
26	CRLA GRADE I - III	District MTB-MLE, Filipino, English Coordinators	EPS Allen Guilaran / 8-1-23
27	District Consolidated Phil IRI Grades 2-12 (Filipino), Grades 3-12 (English) (soft copy/Google link)	District READING/STRIKERS Coordinators	EPS Allen Guilaran / 8-1-23
28	NLC Personal Report Grades I - IV, Grades 7-8; 9-11	District NLC Coordinator	EPS Allen Guilaran / 8-25-23
29	PROJECT EAGLE: Indicators in Graphical Presentation (Hard & soft copies) - Drop out Rate (K-IV) - Promotion Rate - Kinder to Grade 4 Comparison of Enrolment	PROJECT EAGLE Teachers in Sto. Tomas CES & Tuganay ES	PSDS Marlon Ebrado/ 8-11-23
30	PROJECT EAGLE: Best Practices (Power point presentation with 10 slides maximum (hard & soft copies)	PROJECT EAGLE Teachers in Sto. Tomas CES & Tuganay ES	PSDS Marlon Ebrado/ 8-11-23
31	PROJECT EAGLE: Action Research (hard & soft copies)	PROJECT EAGLE Teachers in Sto. Tomas CES & Tuganav ES	PSDS Marlon Ebrado/ 8-11-23
32	Annual Accomplishment Report for SPA for Integrated Schools	Coordinators of SPA	EPS Liezl Josol/ 8-15-2023
33	List of SPG/SSG Officers for SY 2022-2023 *Upload at <a href="http://tinyurl.com/ddn-spsg">tinyurl.com/ddn-spsg</a>	SPG/SSG Advisers	Danilo Lumayno/ 8-14-23
34	Accomplishment Report of Programs, Activities Conducted in Research (soft copy) upload it to the Goodle Drive <a href="http://tinyurl.com/ResearchAccomplishmentReport">http://tinyurl.com/ResearchAccomplishmentReport</a>	School Research Coordinators / District Research Coordinators	Melanie O. Mandin