



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

Office of the Schools Division Superintendent

July 18, 2022

DIVISION MEMORANDUM
No. 935, s. 2022

YEAR-END REPORTS FOR SCHOOL YEAR 2021-2022

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

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

Attached is the checklist for your reference.

For compliance.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent



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/ 8-12-22
2	SBM Level of Practice	PSDS/ Sec. Admin	Mr. Christopher Gonzales/8-12-22
3	Latest Update of School Tilting	PSDS/ Sec. Admin	Engr. Elielou Jumawan / 8-31-22
4	Name, Email and Contact no. of School Physical Facilities Coordinator	PSDS/ Sec. Admin	Engr. Elielou Jumawan / 7-30-22
5	Report on Number of graduates (Grade 6 &12) & Completers (Kinder & Grade 10) thru google forms	PSDS/ Sec. Admin	Planning Section / 7/29/2022
6	Report on Drop-outs by Gender and by Grade/Year Level, SY 2021-2022 and their causes (thru google form)	PSDS/ Sec. Admin	Planning Section / 7/29/2022
7	School Form 4 June SY 2021-2022 as of June 2022 (1 one) hard copy only)	PSDS/ Sec. Admin	Planning Section / 7/29/2022
8	Number of Teachers by specialization (Science, English, MAPEH, Filipino, Araling Panlipunan) google sheet	PSDS/ Sec. Admin	Planning Section / 8-31-22
9	Summarized Report on Promotion and Level of Proficiency or School Form 6 (attached to SF 5 on (1) hard copy only) Pay SY 2021-2022	PSDS/ Sec. Admin	Planning Section/ 8-31-2022
10	Inventory of Property Plant and Equipment. (50 Thousand & above) email add (aldrin.gevila@deped .gov.ph)RPCPPE- Appendix 73	PSDS/ Sec. Admin	Mr. A. Gevila- Supply Office/ 11-30-22
11	Inventory of Semi-expendable Assets (Below 50 Thousand) email add (aldrin.gevila@deped.gov.ph)RPCI-Appendix 66	PSDS/ Sec. Admin	Mr. A. Gevila- Supply Office/ 11-30-22
12	List of Schools with Functional Clinic	Medical Section	Medical Section c/o District Nurse/ 8-22-22
13	List of TP/NTP unvaccinated with Covid 19 Vaccine (hannahgrace.pelaez@deped.gov.ph)pls. see attach template	Medical Section	Medical Section c/o District Nurse/ 8-22-22
14	Consolidated Report on Vaccinated Learners (pls. see attach template	Medical Section	Medical Section/ 8-22-22
15	List of Schools with Functional Gulayan sa Paaralan	Medical Section	Medical Section/ 8-22-22
16	Updates of ICT Equipment & Computers; & utilization of E-Classroom (Online)	PSDS/ Sec. Admin	Mr. Paul Arsolon/ 8-22-22
17	Accomplishment Report on Guidance Program on Child Abuse and Child Bullying (1st & 2nd Quarter)	PSDS/ Sec. Admin	Ms. Jillian Casal/ 8-15-22
18	SMEA Accomplishment Report (4th Quarter) powerpoint	School M&E Coordinators	Mr. Arnel Labasan / 8-19-22
19	Manual School Consolidation of E-Sat for SY 2021-2022 soft copy to be sent via google drive bit.ly/ESATSY2122	School Head	Ms. Gay Taguiran / 8-15-22
20	School Development Plan 2021-2022 (Hard copy)	School Head	Ms. Gay Taguiran / 8-15-22
21	Scanned copy of Approved Teachers' IPCRF for SY 2021-2021 (Parts 1-4) Proficient & Highly Proficient Teachers, Validated by the School Performance Management Team (PMT) via google drive: DRIVEFORTEACHERSIPCRFSY 21-22	School Head	Ms. Gay Taguiran / 8-15-22
22	Highly Proficient or Master Teachers IPCRF (Part 1- 4) for SY 2021-2022 Hard Copy with corresponding MOVs (1 set only)	PSDS/ Sec. Admin	ASDS Office / Aug. 15, 2022

23	Approved District Summary of Ratings Report (Scanned Copy) By District including Secondary Schools via Email to depeddavnor,records@deped.gov.ph	PSDS/ Sec. Admin	Records Section/ 8-15-22
24	List of Kinder Teachers (thru google forms)	PSDS/ Sec. Admin	Planning Section / 7-29-22
25	Copy of Approved Annual Procurement Plan	School Head	Christopher Gonzales/ 7-31-22
26	Copy of Approved Enhanced School Improvement Plan	School Head	Christopher Gonzales/ 7-31-22
27	School Head's IPCRF (Part1-4) for cy 2021-2022) w/ MOV	PSDS	ASDS Office / Aug. 15, 2022
28	Proficiency Level in Filipino (soft copy/Google link & email to EPS)	Filipino District Coordinator	EPS Marlyn A. Publico / 7/27/2022
29	Least Learned Competencies in Filipino and interventions made (soft copy/Google link & email to EPS)	Filipino District Coordinator	EPS Marlyn A. Publico / 7/27/2022
30	District Consolidated Early Grade Reading Assessment (EGRA) Grades 1,2,3 Pre and Post SY 2021-2022 (soft copy/Google link)	District MTB-MLE Coordinators	EPS Allen T. Guilaran / 7/27/22
31	District Consolidated Phil IRI Grades 2-12 (Filipino), Grades 3-12 (English) (soft copy/Google link)	District READING/STRIKERS Coordinators	EPS Allen T. Guilaran / 7/27/22
32	Radio Broadcasting Instruction (RBI) Scripts in English - Grades 1-10 written last November 23-27, 2021 Contextualization (soft copy/Google link)	District English Coordinators	EPS Allen T. Guilaran / 7/27/22
33	English: Grades 1-12 Class Proficiency Consolidated Per Quarter (per district)	PSDS / Sec. Admin.	EPS Allen T. Guilaran /7/27/22
34	MTB-MLE: Class Proficiency Grades 1-3 Consolidated Per Quarter (per district)	PSDS / Sec. Admin.	EPS Allen T. Guilaran /7/27/22
35	Reading: List and Number of Non-Readers and Frustration Readers - Grades 1-12 SY 2021-2022 per Elementary and Secondary School/ District consolidated in English and Filipino, MTB-MLE Grades 1-3	PSDS / Sec. Admin.	EPS Allen T. Guilaran / 7/27/22
36	PROJECT EAGLE: Indicators in Graphical Presentation (Hard & soft copies) - Drop out Rate (K-IV) -Promotion Rate - Kinder to Grade 4 Comparison of Enrolment	PROJCT EAGLE Teachers in Sto. Tomas CES & Tuganay ES	PSDS Marlon G. Ebrado/ 7/25/2022
37	PROJECT EAGLE: Best Practices (Power point presentation with 10 slides maximum (hard & soft copies)	PROJCT EAGLE Teachers in Sto. Tomas CES & Tuganay ES	PSDS Marlon G. Ebrado/ 7/25/2022
38	PROJECT EAGLE: Action Research (hard & soft copies)	PROJCT EAGLE Teachers in Sto. Tomas CES & Tuganay ES	PSDS Marlon G. Ebrado/ 7/25/2022
39	Directory of School Library (soft copy)	School Library In-charge	EPS Ernie M. Aguan / 9/15/2022
40	-Designation Letter of District LR - Designation Letter of School LR - Designation Letter of District Library In-Charge - Designation Letter of School Library In-Charge * (soft copy with electronic signatures) to be uploaded In the Google Drive, link will be forwarded to the District/ School LR Coordinator and Library In-Charge	- District LR Coordinator - School LR Coordinator - District Library In-Charge - School Library In-Charge	EPS Ernie M. Aguan / 9/15/2022
41	MOVSDistrict/ School LR Activities conducted, SY 2021-2022 (soft copy - submission via Google Drive) Activities like SLMs printing, Brigadahan sa LR, and other LR related activities	School LR Coordinator and School Library In-Charge	Ms. Charline V. Udani / 9/15, 2022

42	<p>SPE/MAPEH/SPS: District Consolidation of:</p> <ul style="list-style-type: none"> - Proficiency Level - Least Mastered Competencies - Quarterly Comparative Report <p>*Templates and the Google link to where the reports shall be submitted are all posted in the Facebook Messenger group chat.</p>	<p>District MAPEH Coordinator and School Coordinators of SPA and SPS.</p>	<p>EPS Liezl Josol/ 7/29/2022</p>
43	<p>List of All Recognized Co-curricular and Extra-curricular Clubs & Organizations in Schools</p> <p>*Accomplish template available at tinyurl.com/ddn.clubs</p>	<p>SPG/SSG Advisers</p>	<p>Danilo Lumayno/ 8-10-22</p>
44	<p>List of SPG/SSG Officers for SY 2021-2022</p> <p>*Upload at tinyurl.com/ddn-spsg</p>	<p>SPG/SSG Advisers</p>	<p>Danilo Lumayno/ 7-29-22</p>

SCHOOL PLAN FOR PROFESSIONAL DEVELOPMENT (SPPD)

School Year : 2021-2022

Name of School Head:

Position:

School:

District

Division

Davao del Norte

Region

XI

Objectives (PPST Indicator) <i>(What competencies will I enhance?)</i>	Domain /strand	Methods/Strategies <i>(What professional activities will I undertake to achieve my objective?)</i>	Resources <i>(What will I do to access resources?)</i>	Time Frame <i>(When do I expect to have accomplished the activities?)</i>	Success Indicator <i>(What competencies would I have enhanced? What learners' performance would have been improved?)</i>	
FOR PROFICIENT TEACHERS (TEACHERS I-III)						
FOR HIGHLY PROFICIENT TEACHERS (MASTER TEACHERS I-III)						

Prepared by:

**NAME OF SCHOOL HEAD
POSITION TITLTE**

Approved:

**DEE D. SILVA, DPA, CESO V
Schools Division Superintendent**



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LIST OF UNVACCINATED TEACHING PERSONNEL AND NON TEACHING PERSONNEL OF COVID-19 VACCINE

SCHOOL	NAME	DESIGNATION	REASON

CONSOLIDATED REPORT ON VACCINATED LEARNERS

GRADE LEVEL	ENROLLMENT	NUMBER OF LEARNER FULLY VACCINATED	PERCENTAGE OF LEARNER FULLY VACCINATED
Kinder			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
TOTAL			