

## 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. <u>935</u>, 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

Repo	Title of Report	To be submitted by	To be received by /	
No.	PTA Financial Statement duly signed by President and Auditor	PSDS/ Sec. Admin	Due Date 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	PSDS/ Sec. Admin	Mr. A. Gevila- Supply Office/ 11-30- 22	
11	add (aldrin.gevila@deped .gov.ph)RPCPPE- Appendix 73  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 15	Consolidated Report on Vaccinated Learners (pls. see attach template  List of Schools with Functional Gulayan sa Paaralan	Medical Section Medical Section	Medical Section/ 8-22-22 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 Manual School Consolidation of E-Sat for SY 2021-2022	School M&E Coordinators	Mr. Arnel Labasan / 8-19-22	
19	soft copy to be sent via google drive bit.ly/ESATSY2122 School Development Plan 2021-2022 (Hard copy)	School Head School Head	Ms. Gay Taguiran / 8-15-22 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 25	List of Kinder Teachers (thru google forms) Copy of Approved Annual Procurement Plan	PSDS/ Sec. Admin School Head	Planning Section / 7-29-22 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/STRIKE RS 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-	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	SPE/MAPEH/SPS: District Consolidation of: - Proficiency Level - Least Mastered Competencies - Quarterly Comparative Report  *Templates and the Google link to where the reports shall be submitted are all posted in the Facebook Messenger group chat.	District MAPEH Coordinator and School Coordinators of SPA and SPS.	EPS Liezl Josol/ 7/29/2022
43	List of All Recognized Co-curricular and Extra-curricular Clubs & Organizations in Schools  *Accomplish template available at tinyurl.com/ddn.clubs	SPG/SSG Advisers	Danilo Lumayno/ 8-10-22
44	List of SPG/SSG Officers for SY 2021-2022 *Upload at tinyurl.com/ddn-spsg	SPG/SSG Advisers	Danilo Lumayno/ 7-29-22

## SCHOOL PLAN FOR PROFESSIONAL DEVELOPMENT (SPPD)

		Scl						
Name of School Head:					Position:			
School:		D	istrict		Division	Davao del No	rte Region	XI
Objectives		Methods/Strategies	Resources	Time Frame				
(PPST Indicator)						Success In	THE RESIDENCE OF THE PARTY OF T	
(What competencies will I enhance?)	Domain /strand	(What professional activities will I undertake to achieve my objective?	(What will I do to access resources?)	(When do I expect to have accomplished the activities?)	The state of the s	etencies would I enhanced?	What learr performance wo been impro	ould have
FOR PROFICIENT TEACHERS (TEACHERS I-III)								
FOR HIGHLY PROFICIENT TEACHERS (MASTER TEACHERS I-III)								
Prepared by:		Approved:						
N	AME OF SCHOOL HE POSITION TITLTE	DEE D. SILVA, DPA, CESO V Schools Division Superintendent						

(To be submitted to the Division Office a week after the start of each school year)

## School-Based Report on Incidents of Bullying School Year \_\_\_\_\_

Scho Addr						Classification Level: (Kinde	: (Private ergarten/	e/Public) Element	ary/Secondary	·)	and the second second			
Date/ Place of	Physical	Nature of Bullying ical Social Gender- Cyber Retaliation			Victims  NAME Age Sex		Perpetrator  NAME Age Sex			Action	Recommendation	Status (Resolved/Pending/		
Incident			Based	Bullying				(M/F)			(M/F)	Taken		Referred to other agency)
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Note:	<ul><li>Physi</li><li>Socia</li><li>Gend</li></ul>	cal – unwa i – refers t er-Based -	inted physics o any deliber - refers to an	al contact (purate, repetitively act that hu	e and aggressiv miliates or exclu	ich may be: , pushing, kicking, e social behavior ir des a person on th hnology or any ele	itended to e basis of	hurt or be perceived	little an individual or actual sexual	orientatio	n and ger	ader identity	ng, etc. )	
Revie	wed and (	Conforme	ed by:	Name	e and Design	ation			Prepare	ed by:	•	Name/D	esignation	
		Da	ate:						1	Date:				

(To be submitted to the Division Office one (1) week after the opening of every school year)

		School-Based Report on Incidents of Child Abuse School Year											
Scho Addr		Classification: (Private/Public)											
Date of Incident			Nature	of Abuse	Victims			Perpetrators			Relationship to the Victim	Action Taken	Status (Resolved/Pending/ Referred to other agency)
		Physical	Sexual	Verbal/ Psychological	NAME (Last Name, First Name, M.I.)	Age	Sex (M/F)	NAME (Last Name, First Name, M.I.)	Age	Sex (M/F)			
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		AND TO STATE OF THE PARTY OF TH											
Te	tal					-			-				
Note:	Total  Note:  Child Abuse refers to the mattreatment of a child, whether habitual or not, which includes any of the following:  Physical – refers to acts that inflict bodily harm and which subjects children to perform tasks which are hazardous to their physical well-being;  Physical – refers to acts that are sexual in nature such as rape. sexual harassment, sexually demeaning remarks, forcing children to watch obscene publications or shows etc.; and  Sexual – refers to acts that are sexual in nature such as rape. sexual harassment, sexually demeaning remarks, forcing children to watch obscene publications or shows etc.; and  Psychological – refers to acts or omissions causing or likely to cause mental or emotional suffering to the child which include intimidation, harassment, stalking, public ridicule, threat of deduction from grade or merit as a of punishment, and repeated verbal abuse.												
*	Relatio No ami	nship to the Vi cable settlems	ctim refers to a	relatives (father, mother, cousi s of child abuse	n etc.) or school personne	el (teache	rs and non-	teaching staff)					
Revie	wed ar	nd Conform	ned by:	Name and Desi	gnation			Prepared	by:	-	Name/D	esignation	
-		г	)ate:					D	ate:				



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

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

NAME	DESIGNATION	REASON
	NAME	NAME DESIGNATION

## 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			