



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

July 22, 2024

**DIVISION MEMORANDUM**

No. 154,s.2024

**ADOPTION OF UNIFORM TEMPLATES FOR MONTHLY WORK PLANS  
AND ACCOMPLISHMENT REPORTS OF SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Public Schools District Supervisors/ OIC-PSDSs  
All School Heads  
All Others Concerned

1. With the aim of harmonizing existing practices in the preparation and submission of Monthly Work Plans and Accomplishment Reports of School Heads utilizing varied forms and templates, new templates for adoption are hereto attached.
2. It will be noted that the reference of the tasks indicated in the said templates is the Philippine Professional Standards for School Heads (PPSSH) which has been adopted by all School Heads nationwide.
3. The reports shall be prepared in duplicate copies and shall be submitted to the Division Office, through the respective Public School District Supervisors.
4. Considering the opening of the School Year 2024-2025 on July 29, 2024, all School Heads are expected to adopt the template starting August 2024.
5. For guidance and compliance.

**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



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NAME OF SCHOOL  
SCHOOL ADDRESS

**MONTHLY WORKPLAN**

For the Month of \_\_\_\_\_, 20\_\_

<b>PPSSH DOMAINS/ STRANDS</b>	<b>OBJECTIVES</b>	<b>STRATEGIES/ ACTIVITIES</b>	<b>PERSONNEL INVOLVED</b>	<b>EXPECTED OUTPUTS</b>	<b>TARGET DATE</b>
<ul style="list-style-type: none"><li>LEADING STRATEGICALLY Strand: 1. 2.</li></ul>					
<ul style="list-style-type: none"><li>MANAGING SCHOOL OPERATIONS &amp; RESOURCES Strand: 1. 2.</li></ul>					
<ul style="list-style-type: none"><li>FOCUSsing ON TEACHING &amp; LEARNING Strand: 1. 2.</li></ul>					
<ul style="list-style-type: none"><li>DEVELOPING SELF &amp; OTHERS Strand: 1. 2.</li></ul>					



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<ul style="list-style-type: none"> <li><b>BUILDING CONNECTIONS</b> Strand: 1. 2.</li> </ul>					
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Prepared by:

Reviewed and Noted by:

Approved:

**School Head**

**PSDS**

**Schools Division Superintendent**



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**MONTHLY ACCOMPLISHMENT REPORT**

For the Month of \_\_\_\_\_, 20\_\_

PSSH DOMAINS	OBJECTIVES	SIGNIFICANT ACCOMPLISHMENTS	REMARKS
• LEADING STRATEGICALLY			
• MANAGING SCHOOL OPERATIONS & RESOURCES			
• FOCUSING ON TEACHING & LEARNING			
• DEVELOPING SELF & OTHERS			
• BUILDING CONNECTIONS			

**OTHER NOTABLE ACCOMPLISHMENTS**

1.

2.

**PROBLEM/S ENCOUNTERED & ACTION/S TAKEN**

1.

2.

Prepared and submitted by: \_\_\_\_\_

Certified Correct by: \_\_\_\_\_

Noted: \_\_\_\_\_

School Head \_\_\_\_\_

PSDS \_\_\_\_\_

Schools Division Superintendent \_\_\_\_\_



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**CLASSROOM OBSERVATION SCHEDULE**  
For the Month of \_\_\_\_\_, 20\_\_

DATE OF VISIT	NAME OF TEACHER	GRADE LEVEL	LEARNING AREA	FOCUS OF OBSERVATION / INSTRUCTIONAL NEEDS

Prepared and submitted by:

\_\_\_\_\_  
**School Head**



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