



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

September 26, 2022

DIVISION MEMORANDUM

No. 189 s. 2022

SUBMISSION OF PROJECT REAL ACCOMPLISHMENT REPORT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Following the successful conduct of the capacity building for selected School Heads via Project REAL conducted by SDO-Sorsogon, this Office requires all participants to submit their accomplishment reports on October 7, 2022 to School Governance and Operations Division.
2. Accomplishments reports must include the following:
 - a. Accomplished School Heads Profile Form with picture
 - b. Approved School Action Plan
 - c. Approved Accomplishment Report with means of verification
3. Enclosed for reference are the following:
Enclosure No.1 - School Heads Profile
Enclosure No. 2 - Template for Accomplishment Report
4. Accomplishment Report which shall not exceed 2 pages should be in A4 size coupon bond, Arial font, 12 font size, double spaced, with attached photos. Likewise, School Heads are advised to include a 5- minute video presentation stored in DVD capturing the pre-implementation, during and post implementation of their respective projects. No additional documents will be accepted after the deadline.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph





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5. For queries and other concerns, please contact Bernadette R. Bedis, Senior Education Program Specialist at email address bernadette.bedis001@deped.gov.ph
6. For information, guidance and compliance of all concerned.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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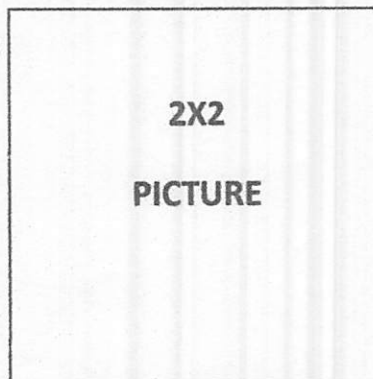
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Republic of the Philippines
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SCHOOLS DIVISION OF SORSOGON PROVINCE
SORSOGON

Enclosure No. 1 to Division Memorandum No. 189 s.2022

SCHOOL HEAD PROFILE



NAME:	
AGE:	SEX:
NUMBER OF YEARS IN SERVICE IN DEPED	
DATE OF BIRTH:	
HOME ADDRESS:	
NAME OF SCHOOL:	
DISTRICT:	
EMAIL ADDRESS:	
CONTACT NUMBER:	
TITLE OF PROJECT:	
TARGET DATE OF IMPLEMENTATION:	
ACTUAL DATE OF IMPLEMENTATION:	



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Enclosure No. 2 to Division Memorandum No.189 s. 2022

PROJECT REAL ACCOMPLISHMENT REPORT

Project Title: _____

Name of School Head: _____ Position: _____

School: _____ District: _____

Implementation Date: _____

- I. Brief Description of the Project (not more done 250 words)
- II. Result of the Implementation (Findings, Impact of the Project, Recommendation)
- III. Issues/Concerns During the Implementation of the Project
- IV. Best Practices in the Implementation of the Project
- V. Lessons Learned During the Implementation of the Project
- VI. Concepts Learned in Project REAL and Its Application to the Implementation of SAP
- VII. Financial Report
- VIII. Documentation (two pages only, pictures must have caption)

Prepared by:

School Head

Recommending Approval:

PSDS

Approved:

Schools Division Superintendent



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