



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

January 10, 2022

Division Memorandum  
NO. 02b, s. 2022

**PREPARATION OF THE SDO BULACAN'S ANNUAL  
ACCOMPLISHMENT REPORT FOR 2021**

To: Assistant Schools Division Superintendent  
Division Chiefs  
DEPS (English, Filipino)  
SEPS and EPS II (SMME)  
Planning and Research and IT officer  
Select School Heads and School Paper Advisers  
All Others Concerned

1. In compliance to Republic Act No. 6713 "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principle of Public Office being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations thereof and, for other Purposes", section 5 states that in the performance of their duties, all public officials and employees are under obligation to submit Annual Performance Report, hence, School Division Office of Bulacan shall conduct an activity to prepare an annual accomplishment report on February 8-10, 2022, venue to be announced later.
2. The activity aims to:
  1. review and deliberate on the contents of the Annual Accomplishment Report for 2021;
  2. Lay out, finalize, and print the Annual Report 2021; and
  3. Report to the stakeholders the accomplishment of the Office through distributing copies of the report.
3. Attendees of the aforesaid activity are the Schools Division Superintendent, Assistant Schools Division Superintendents, CID and SGOD Chiefs, DEPS (English, Filipino), SMME SEPS and EPS II, SEPS Planning and Research, Planning officer, IT officer, select school heads and school paper advisers (Photojournalist and lay out artist).
4. The aforesaid activity shall be deemed concluded in 3 days and all participants are required to stay at the venue in the duration of the undertaking. Health protocols shall be strictly observed to combat the spread of COVID 19.
5. All expenses relevant to the conduct of this activity shall be charged against Division MOOE funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES Ed.D., CESO V**  
Schools Division Superintendent

