



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

March 14, 2023

DIVISION MEMORANDUM
NO. 095, s. 2023

**PREPARATION OF SDO BULACAN'S ACCOMPLISHMENT
REPORT (ACR) OF PROVINCIAL ATHLETIC MEET 2023**

To: Assistant Schools Division Superintendents
Division Chiefs
DEPS in-Charge in Sports Programs
Division Accountant
Division AO-IV Property and Supplies
School Head Concerned
All Others Concerned

1. Section 5 (b) of RA 6713 titles "An Act Establishing a Code of conduct and Ethical Standards for Public Officials and Employees" states that all heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such a report shall be open and available to the public within regular office hours. Hence, in compliance with this, this Office shall conduct an activity on the preparation of the Accomplishment Report (ACR) relative to the recently concluded Provincial Athletic Meet 2023 on March 16, 2023, Thursday at SDO Bulacan Hall, City of Malolos Bulacan 8:00 AM to 5:00 PM
2. The activity aims to:
 - 2.1 Prepare and check documents to be submitted in the Provincial Government of Bulacan;
 - 2.2 Passed the Liquidation Report for the Cash Advances; and
 - 2.3 Conduct internal auditing of liquidation report to be facilitated by the Division Accountant and Division AO-IV Property and Supplies
3. Participants are members of the PAM 2023 Secretariat Committee who served in the recently concluded Provincial Athletic Meet 2023 listed below. This Communication shall serve as the travel authority of the participants.
 - Dr. Jay-Arr C. Tayao (Division Sports Officer)
 - Ariston Manuel (Asst. Division Sports Officer)
 - Dr. Joel I. Vasallo (Asst. Division Sports Officer)
 - Teresita Lopez
 - Jaysie M. Enriquez
 - Ma. Leah F. Dalangin
 - Myla Dela Vega
 - Reagan Cabuhat



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- Sara Jane J. Tayao
- Mark Anthony Garcia
- Mark Jayson Pineda

4. In compliance to DepEd Order No. 9, s. 2005 on Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, it is expected that school heads of the said teacher-participants shall assign substitute teachers who will handle the classes of these teacher-participants for continuous delivery of learning opportunities among learners.

7. It is expected that all participants shall observe minimum health protocols to continuously prevent the spread of COVID-19 viruses.

8. Expenses to be incurred in the conduct of this activity shall be charged against PAM 2023 budget, while transportation expenses of the school-based participants shall be charged from the school local funds, both of which are subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of and compliance with this memorandum are earnestly desired.


ROWENA T. QUIAMBAO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

