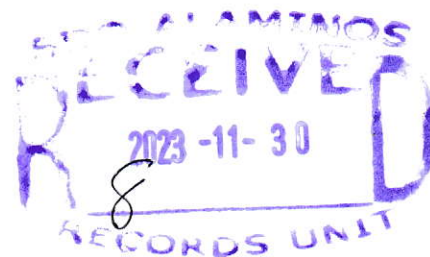




Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-616

TO : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
Heads of Public and Private Elementary and Secondary Schools

SUBJECT : **QUARTERLY ACCOMPLISHMENT REPORTS OF SCHOOL
LEARNER-LED ORGANIZATIONS FOR SY 2023-2024**

FROM : Office of the Schools Division Superintendent

DATE : November 30, 2023

1. To monitor the progress and accomplishments of school learner-led organizations, the Schools Division Office of Alaminos City enjoins all public and private elementary and secondary schools to submit their quarterly accomplishment reports for the school year 2023-2024 to the Records Unit of the division.
2. The table below shows the period covered and the deadline of submission of the Quarterly Accomplishment Reports for SY 2023-2024 per academic quarter:

Accomplishment Reports	Period Covered	Deadline of Submission
1st Academic Quarter	August 7 to October 30, 2023	December 15, 2023
2nd Academic Quarter	October 31, 2023 to January 23, 2024	January 31, 2024
3rd Academic Quarter	January 24, 2024 to April 4, 2024	April 12, 2024
4th Academic Quarter	April 5, 2024 to June 10, 2024	June 14, 2024

3. On December 1, 2023, all school student-led organizations shall utilize the following enclosures for the planning and implementation of school activities/projects and production of accomplishment reports:
 - a. Enclosure 1: Quarterly Accomplishment Report
 - b. Enclosure 2: Activity Proposal
 - c. Enclosure 3: Post Activity Report

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
Telephone Number: (075) 205 - 0644
Website: depedalaminoscity.com
Email Address: alaminos.city@deped.gov.ph



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

- d. Enclosure 4: Post Activity Financial Report
- e. Enclosure 5: Attendance Sheet
- f. Enclosure 6: Documentations
- * 2nd academic quarter proposals and activity reports crafted before December 1, 2023 will be considered valid.
- * You may download the above enclosures through this link (bit.ly/SSLO-QAR).

4. For your information, guidance and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge ✕
Schools Division Superintendent

11-30-2023

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
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Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
 <SCHOOL>

Enclosure 1: DM-2023-616

<ORGANIZATION NAME>

1st ACADEMIC QUARTER ACCOMPLISHMENT REPORT

Program	Name of Activity/Project	Actual Outcome	Actual Date of Implementation	Actual Source of Fund	Actual Cost of Implementation

**Add or remove rows if necessary.*

Attachment/s: Enclosures 2-6 of all Activities conducted during the 1st Academic Quarter

Prepared by:

Certified Correct:

Reviewed and Checked:

<ORGANIZATION PIO>
 <Organization> PIO

<ORGANIZATION PRESIDENT>
 <Organization> President

<ORGANIZATION TEACHER-ADVISER>
 <Organization> Teacher-Adviser

Approved:

<SCHOOL HEAD>
 <Position of School Head>



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
 <SCHOOL>

Enclosure 2: DM-2023-616

PROJECT/ACTIVITY PROPOSAL																									
Field Title		Description																							
1	Project Title																								
2	Proponent																								
	Contact Person/s																								
	Address																								
	Contact Numbers																								
	Email/Website																								
3	Executing agency																								
4	Project Description																								
5	Expected Accomplishments																								
6.	Objectives																								
7	Expected Outputs																								
8	Implementation Period																								
9	Implementation Plan																								
	References																								
11	Cost of the Project																								
12	Source of Funds																								
13	Beneficiaries																								
14	Budgetary Requirements	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item Description</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Frequency</th> <th style="text-align: center;">Cost</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL</td> <td> </td> </tr> </tbody> </table>				Item Description	Quantity	Frequency	Cost	Amount											TOTAL				
Item Description	Quantity	Frequency	Cost	Amount																					
TOTAL																									
15	Personnel Involved	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Position</th> <th style="text-align: center;">Term of Reference</th> </tr> </thead> <tbody> <tr> <td> </td> <td>School head</td> <td>Program Consultant</td> </tr> <tr> <td> </td> <td>Teacher-Adviser</td> <td> </td> </tr> <tr> <td> </td> <td>Org President</td> <td>Overall Program Lead/ Chairperson</td> </tr> </tbody> </table>				Name	Position	Term of Reference		School head	Program Consultant		Teacher-Adviser			Org President	Overall Program Lead/ Chairperson								
Name	Position	Term of Reference																							
	School head	Program Consultant																							
	Teacher-Adviser																								
	Org President	Overall Program Lead/ Chairperson																							



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
<SCHOOL>

	Org Vice Pres	Program Focal Persons/Program Managers/ Vice Chairperson
	Org Treasurer Org Auditor (et al.)	Inspectorate Team
	Secretary (et al)	Monitoring and Evaluation
	Org Protocol Officer (et al)	Welfare Officer
	Org PIO (et al)	Documenter
	HCO Officers	Logistics Officers

Prepared by:

<ORGANIZATION PRESIDENT>

<Organization> President

Noted: (only if proponent is BKD, YES-O. Otherwise remove signatory)

<SELG/SSLG PRESIDENT>

<SELG/SSLG> President

Certified Correct:

<ORGANIZATION TEACHER-ADVISER>

<Organization> Teacher-Adviser

Approved:

<SCHOOL HEAD>

<Position of School Head>

Endorsed to: (if PPA is not in the submitted action plan)

GENEROSO E. SISON III

Division Learner Formation Coordinator



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Enclosure 3: DM-2023-616

<ORGANIZATION NAME>
POST ACTIVITY REPORT

TITLE OF ACTIVITY	DATE/TIME	PLACE/VENUE
DETAILS OF THE ACTIVITY		
Description of the Activity:		
Highlights:		
<ul style="list-style-type: none">•		
Recommendations:		
<ul style="list-style-type: none">•		

Attachment/s: Enclosures 3-6

Prepared by:

<ORGANIZATION PIO>
<Organization> PIO

Reviewed and Checked:

<ORGANIZATION TEACHER-ADVISER>
<Organization> Teacher-Adviser

Noted:

<ORGANIZATION PRESIDENT>
<Organization> President

Approved:

<SCHOOL HEAD>
<Position of School Head>



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
<SCHOOL>

Enclosure 4: DM-2023-616

<ORGANIZATION NAME>

POST ACTIVITY FINANCIAL REPORT

TITLE OF ACTIVITY	DATE/TIME	SOURCE OF FUND

Breakdown of Expenses

Particulars/Item	Unit	Quantity	Frequency	Cost	Amount (Qty x Freq x Cost)
TOTAL					

*Add or remove rows if necessary.

Attachment/s: <official/acknowledgement receipts >

Prepared by:

Certified Correct:

<ORGANIZATION TREASURER>

<Organization> Treasurer

<ORGANIZATION AUDITOR>

<Organization> Auditor

Noted:

Reviewed and Checked:

<ORGANIZATION PRESIDENT>

<Organization> President

<ORGANIZATION TEACHER-ADVISER>

<Organization> Teacher-Adviser

Approved:

<SCHOOL HEAD>

<Position of School Head>



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
 <SCHOOL NAME>

Enclosure 5: DM-2023-616

ATTENDANCE SHEET

TITLE OF ACTIVITY		DATE/TIME	PLACE/VENUE

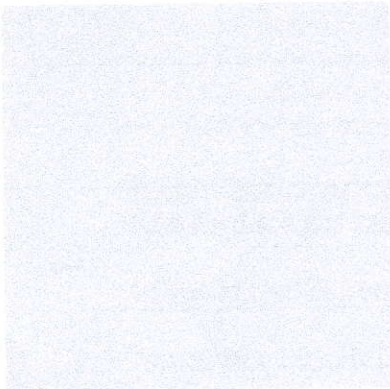
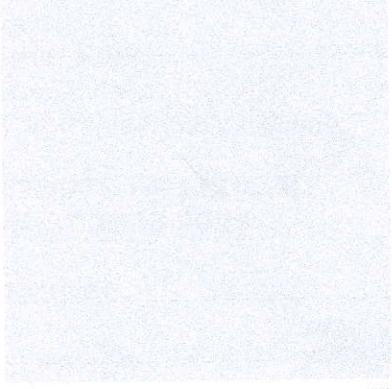
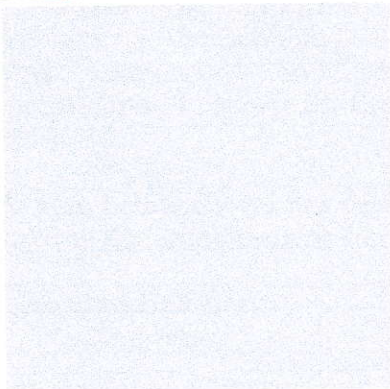
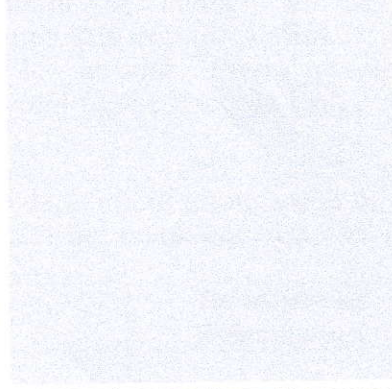
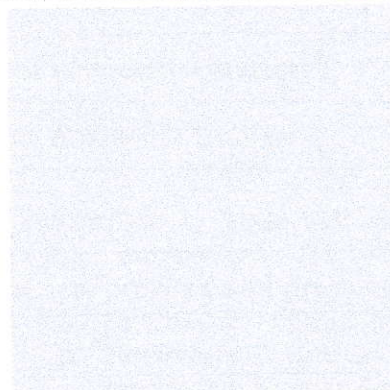
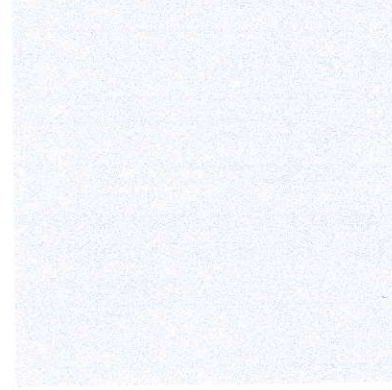
NO.	NAME OF PARTICIPANT	SCHOOL/OFFICE/ ORGANIZATION	POSITION/ GRADE LEVEL	CONTACT NO.	SIGNATURE
1					
2					
3					
4					
5					
6					
7					
8					



Republic of the Philippines
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Enclosure 6: DM-2023-616

DOCUMENTATIONS

	
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