



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

10 AUGUST 2021

Office MEMORANDUM
 No. *146* , s. 2021

SUBMISSION OF MONTHLY ACCOMPLISHMENT REPORT

To : Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum and Implementation Division

1. The Office of the Schools Division Superintendent deems it necessary to track the progress of the accomplishment of the organizational Key Result Area (KRA).
2. Hence, effective August 2021, Assistant Schools Division Superintendent, Chiefs of the Division receiving Representation and Transportation Allowance (RATA) shall submit their accomplishment following this template.

Monthly Accomplishment Report _____ 2021		
KRA	Accomplishment/s	Remarks/Notes
1.		
2.		
3.		
4. †		

Prepared by:

3. This shall be submitted every last working day of the month to the OSDS.
4. For your compliance.

JOSITA B. CARMEN, CESO V
 Schools Division Superintendent



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

Version: V2



ISO Cert. No. AW/PH909100102

DC No: I-OSDS-004