



Republic of the Philippines  
**Department of Education**  
REGION X  
**SCHOOLS DIVISION OF GINGOOG CITY**

DEPARTMENT OF EDUCATION  
DIVISION OF GINGOOG CITY  
**RELEASED**  
BY: [Signature]  
DATE: 9-14-20 TIME: 9:40

**Office of the Schools Division  
Superintendent**

September 11, 2020

Division Memorandum  
No. 352, s. 2020

**MONTHLY ACCOMPLISHMENT REPORT SUMMARY FORM**

To : Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Public School District Supervisors  
Concerned Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
This Division

1. This Office enjoins all teaching and non-teaching personnel to religiously submit monthly accomplishment report indicating specifically the Key Performance Indicators and the activities through which these KRAs are achieved for the month.
2. Anent, hereto attached is the prescribed Monthly Accomplishment Report Summary Form to be adopted for September 2020 Accomplishment Report onwards.
3. The referred summary form shall be supported with pertinent Means of Verification (MOVs) which should be submitted on the first Monday of every month to the concerned School Heads, Unit Heads, or Division Chiefs.
4. Immediate dissemination of this Memorandum is desired.

**JESNAR DEMS S. TORRES, PhD, CESO VI**  
Schools Division Superintendent



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**MONTHLY ACCOMPLISHMENT REPORT  
SUMMARY TABLE**

<b>KRA</b>	<b>TARGET</b>	<b>ACCOMPLISHMENT (QUANTI/QUALI)</b>	<b>OUTCOME/ EFFECT/ IMPACT</b>	<b>REMARKS</b>
<b>KRA 1</b>				
<b>KRA 2</b>				
<b>KRA 3</b>				
<b>KRA 4</b>				
<b>KRA 5</b>				
<b>KRA 6</b>				



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