Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Maynila

April 8, 1976

DEPARTMENT MEMORANDUM
No. 106, s. 1976

ANNUAL REPORTS OF REGIONAL DIRECTORS
AND SUPERINTENDENTS

To the:

> Bureau Directors
> Regional Directors
> Chiefs of Services and Heads of Units
> Schools Superintendents

1.   Regional directors are requested to submit to this Office their annual reports covering the entire educational program for their respective regions for the school year 1975-76. A suggested format for the report is inclosed. Also inclosed is a list of statistical tables which, it is suggested, should be included in the report.

2.   An abstract, from three to four pages, containing the highlights and significant facts of the regional report should accompany the report.

3.   The regional directors may prescribe the format of the annual reports of superintendents in their respective regions, specifying the items they need for the regional annual reports as well as those for purposes of planning, administration and supervision.

4.   The regional annual report for the school year 1975-76 should be submitted by regional directors and school superintendents at Baguio City, on April 26, 1976, during the registration of participants in the Superintendents' Conference.

5.   Effective the school year 1976-77, the annual reports should be submitted to this Office within thirty (30) days after the close of the school year.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Incls.:
        As stated

Reference: N o n e

Allotment: 1-2 - (D.O. 1-75)

To be indicated in the <u>Perpetual Index</u>
        under the following subjects;

✓OFFICIALS
✓REPORTS
✓STATISTICS (Iata)
✓SUPERINTENDENTS

SUGGESTED FORMAT FOR THE ANNUAL REPORTS
OF REGIONAL DIRECTORS

I. Objectives for the school year

    A. General

    B. Specific

        1. Elementary education
        2. Secondary education
        3. Vocational-technical education
        4. Higher education
        5. Non-formal education

II. Brief descriptions by levels on:

    A. Enrolment/graduates
    B. Teachers
    C. Physical facilities
    D. Curriculum
    E. Financing (local and foreign funds)

III. Programs and Projects

    A. Accomplished
    B. On-going
    C. Proposed
       (See attached format for the projects)

IV. Problems

V. Comments and Recommendations

VI. Appendices

GUIDELINES FOR REPORTING ON THE STATUS OF
SOCIO-ECONOMIC PROJECTS

1. Completed Projects: -- Projects which are completed within the
   school year (in review)

2. On-Going Projects: -- A project is classified as "On-Going"
   from the time the funds or loan for the project has been
   declared effective even before actual implementation com-
   mences. If the project is financed purely from local re-
   sources, it is classified as on-going once actual imple-
   mentation commences.

3. Pipeline or Proposed Projects: -- A proposed project approved
   to a point that is awaiting implementation pending alloca-
   tion of funds. It is still under study and will need formal
   approval of authorities before its implementation.

4. Implementing and/or Coordinating Agencies: -- Agency/Office/
   Units directly implementing and/or assisting or cooperating
   in the project implementation.

5. Scope: -- State whether the project is national, regional,
   provincial, etc.

6. Status: -- Indicate whether implementation of the project is
   on schedule, ahead-of-schedule or behind schedule (delayed).

7. Objectives: -- State the general and/or specific project
   objectives.

8. Duration: -- Indicate the starting date and completion date.

9. Appropriation: -- Place total project cost funded from
   national, local, and/or foreign source.

10. Accomplishments: -- This item should be filled as it is the
    most important item of the report. This item refers to the
    qualitative and/or quantitative measures by which the
    project could be gauged as to how effective it is in terms
    of realizing the ultimate goals or objectives. (i.e. 120
    science teachers trained in producing teaching aids;
    construction of Operations Center, 25% finished; etc.)

11. SOCIO-ECONOMIC PROJECTS include educational projects undertaken
    in the regional/divisional/district/institutional level.

LIST OF STATISTICAL TABLES