

REPUBLIKA NG PILIPINAS  
(Republic of the Philippines)  
KOMISYON NG EDUKASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Manila.

April 3, 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  
School 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.) EMANUEL MANUEL  
Secretary of Education and Culture

Incls.:  
As stated

Reference: E o n e

Allotment: 1-27-(D.O. 1-75)

To be indicated in the Perpetual Index  
under the following subjects:

- ✓ OFFICIALS
- ✓ REPORTS
- ✓ STATISTICS (Ieta)
- ✓ SUPERINTENDENTS

(Inclosure No. 1 to Department Memorandum No. 1067-S-1976)

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. Enrollment/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 this project has been declared effective even before actual implementation commences. If the project is financed purely from local resources, it is classified as on-going once actual implementation commences.
3. **Pipeline or Proposed Projects:** - A proposed project approved to a point that is awaiting implementation pending allocation 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 sources.
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.

(Inclosure No. 2 to Department Memorandum No. 106, s. 1976)

LIST OF STATISTICAL TABLES

- Table I. Total Number of Schools Offering Elementary Education Classified According to Highest Grade Offered
- Table II. Total Number of Government and Private Schools Offering Secondary Education Classified According to the Highest Year Offered
- Table III. Number of Schools in Government and Private Institutions Offering Special/Opportunity Courses
- Table IV. Enrolments in Government and Private Elementary Schools by Institution Type
- Table V. Total Enrolment in Schools Offering Secondary Education by Year, Sex, and Type of Institution
- Table VI. Number of schools and Enrolment in Institutions Offering Post-Secondary Education
- Table VII. Second Semester Enrolment in the Collegiate Level by Sex and by Institution Type
- Table VIII-A. Total Number of Teachers by Level, Institution, Type and Sex
- Table VIII-B. Other School Personnel by Designation
- Table IX. Number of Classes and of Classrooms Classified by Size (Data for Public Elementary and Secondary Schools)
- Table X. Summarized Report on Enrolment and Dropouts for Public Elementary Schools from School Year 1972-73 to School Year 1974-75.