

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
1000 BANKERS BUILDING
SANTA FE, NEW MEXICO 87502
TELEPHONE 461-3000
FACSIMILE 461-3000
TELETYPE 461-3000

February 16, 1978

DEPARTMENT MEMORANDUM
No. 99, a. 1978

ANNUAL REPORTS

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Presidents of State Colleges
and Universities
Schools Superintendents

1. Inclosed are suggestive formats for the annual reports of bureau directors, regional directors, presidents of state colleges and universities and schools superintendents, as well as the directors of cultural agencies and heads of offices and units in the Department proper.
2. The reports of the Executive Director of the EDPITAF, heads of cultural agencies, chiefs of services, and heads of units should include accomplishments and status of on-going projects.
3. The reports should show the difference between achievements in the year covered by the report and those of the previous year or years.
4. Every report should include statistics. Inclosed are statistical tables that should be appended to the reports of regional directors. The tables in superintendent's reports should be limited to the first two levels of education directly under their jurisdiction.
5. It will be highly desirable if pictures or illustrations of significant activities or accomplishments are included in the report. The suggestive size of pictures is about 9 cm x 13 cm.
6. Beginning with the year 1977, annual reports should cover the calendar year instead of the school year.

7. The annual report for calendar year 1977 should reach the Department of Education and Culture on or before February 28, 1978. At least eleven (11) copies should be submitted for distribution to various units of the Department.

8. This Memorandum supersedes all previous regulations on annual reports.

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

Incls.:

As stated.

Reference:

Department Memorandum: No. 106, s. 1976

Allotment: 1-2-3-- (D.O. 1-76)

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

OFFICIALS
 REPORTS
 STATISTICS (Data)
 SUPERINTENDENTS

**FORM 1 - Descriptive Report for the Annual Report
of Bureau Directors, Regional Directors,
Presidents of State Colleges and
Universities and Schools Superintendents**

1. Introduction
2. Goals
3. Elementary Level

- 3.1 Student Development

This will include projects/programs aimed at the improvement of students' status and welfare. Programs like scholarships, loan assistance, book allowances, employment opportunities, housing, and the like may be reflected in this part of the report. Analysis of participation rate, survival rate, dropout rate and teacher-pupil ratio should be presented. This may be accompanied by statistical data to give meaning to the program discussed.

- 3.2 Personnel Development

All the programs undertaken for the development of the staff/personnel, teaching and non-teaching, should be included here. This will include all in-service training programs, assistance, incentives, and opportunities provided for their personal growth and development as well as for improved welfare.

- 3.3 Curriculum Development

All efforts in the direction of preparing, modifying or improving any curricula/instructional programs, or course requirements shall be indicated and explained in this part of the report.

- 3.4 Institutional/Facilities Development

This part may include all the programs/projects made for the improvement of the school plant or institution as a whole which will encompass the facilities, equipment and structures made in this direction.

3.5 Research and Publications

All the programs and projects done for research purposes and all publications made in the institution, region or division may be included under this heading.

3.6 Extension and Community Service

Programs initiated and undertaken by the schools as well as those planned in coordination with the community may be included in this portion. All non-formal education projects should be included in this part of the report.

3.7 Organization

This part should include all the programs done for improved administration or management of the institution, region or division concerned. Programs aimed at the systematic management of the organization should likewise be indicated.

3.8 Special Programs/Projects

All other activities not covered in the other aspects of the report may be included in this portion.

3.9 Problems and Recommendations

4. Secondary Education

4.1 Student Development - Refer to descriptions of topics under No. 3.

4.2 Personnel Development

4.3 Curricular Development

4.4 Institutional/Facilities Development

4.5 Research and Publications

4.8 Extension and Community Service

4.9 Organization

4.8 Special Programs/Projects

4.9 Problems and Recommendations

5. Higher Education

5.1 Student Development - Refer to descriptions of topics under No. 3.

5.2 Personnel Development

5.3 Curriculum Development

5.4 Institutional/Facilities Development

5.5 Research and Publications

5.6 Extension and Community Service

5.7 Organization

5.8 Special Programs/Projects

5.9 Problems and Recommendations

6. Financing

This portion should contain information on the status of funding of the bureau, region, division, college or university and a general description of how the funds were utilized. Problems and recommendations may also be included.

7. Appendices

Table I	Public Elementary School Enrolments, 197
Table II	Private Elementary School Enrolments, 197
Table III	Dropout Rate in the Elementary Schools, 197
Table IV	Public Secondary School Enrolments, 197
Table V	Private Secondary School Enrolments, 197
Table VI	Public Vocational School Enrolments, 197
Table VII	Private Vocational School Enrolments, 197
Table VIII	Colligate Enrolments by Courses, 197
Table IX	School Enrolments in All Level of Education for the Last Six Years

- Table X Number of Teachers in Government and Private Schools by Level, School Division, and Sex
- Table XI Number of classrooms constructed by division and source of funds
- Table XII Participation in Programs/Projects

Simple appropriate tables showing data on participation of teachers and pupils in various projects and programs should be included to support the narrative presentation of projects and programs reported.

FORM P - / Supplemental Form for Annual Reports
of Directors of National Agencies and
Heads of FBI Offices and Units

1. Introduction
2. Goals
3. Developmental Programs
4. Financial Development
5. Institution/Facilities Development
6. Research and Publications
7. Extension/Community Services
8. Organization
9. Special Programs/Projects
10. Financing
11. Appendix:

Tables or Statistics

1. Item 3 refers to projects/activities contributive to national development.
2. Descriptions of items 4 to 9 are the same as those bearing the same title in the format of the reports of the bureau directors, regional directors, etc. (Items 3.1 to 3.9)

TABLE IV - PUBLIC SECONDARY SCHOOL ENROLLMENT, SY 197__ to 197__

(Regional Director)

General Course

Level	First Year	Second Year	Third Year	Fourth Year
Total				

TABLE V- PRIVATE SECONDARY SCHOOL ENROLLMENT, SY 197__ to 197__
General Course

Enrollment/1974	First Year	Second Year	Third Year	Fourth Year		
Total						

TABLE VI - PUBLIC VOCATIONAL SCHOOL EMPLOYMENT
School year 197__ to 197__

Short Unit/ Opportunity	Secondary	Technical/ Technician	Teacher Education	Other Degree Courses	Graduate Level M.F., M.T.S., etc.
VOCATIONAL COURSE					
1. Agriculture					
2. Business and Descriptive					
3. Electricity					
4. Tools					
5. Furniture					
6. Heat Handling					
7. Carpentry					
8. Cosmetology					
9. Drafting					
10. Diesel Mechanics					
11. Electricity					
12. Instrumentation					
13. Welding					
14. Irrigation and Irrigation Skills					
15. Bakery					
16. Cosmetology/Personal Care					
17. Industrial Arts					
18. Machine Shop					
19. Pattern Making					
20. Printing					
21. Speed Metal					
22. Stationery/Printing					
23. Refrigeration and Air- Conditioning					
24. Tailoring					
25. Welding					
26. Welding					
27. Others					

