

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG TUKAPASYON, KULTURA AT ESPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

January 23, 1987

MECS MEMORANDUM
No. 14, s. 1987

SUBMISSION OF ANNUAL REPORT FOR CALENDAR YEAR 1986

To: Bureau Directors
Regional Directors
Cultural Agency Directors
School Superintendents
Chief of Service and Heads of Units/Centers
Presidents, State Colleges and Universities

1. The field is reminded to submit their annual reports for Calendar Year 1986 to the Chief, Head Executive Assistant's Office not later than February 22.
2. The reports should indicate the accomplishments of program targets with reference to Key Performance Indicators. All other accomplishments should be included in the report. Inclosed is a suggested format for the annual report.
3. Please be guided accordingly.

(SGD.) VICTOR A. ORDÓÑEZ
Deputy Minister
Officer-in-Charge

Incl.:
As stated

Reference:
MEC Memorandum No. 004, s. 1979

Alletrona: 1-3-3--(P.O. 1-87)

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

REPORTS
RULES & REGULATIONS ✓

(Inclosure to MECS Memorandum No. 14, s. 1987)

SUGGESTED FORMAT OF ANNUAL REPORT

- I. Ministry Thrusts
- II. Goals and Objectives
- III. Major Accomplishments (with reference to Key Performance Indicators)
 - A. Elementary Education
 1. Pupil/Student Development/Management
 2. Personnel Development/Management
 3. Curriculum Development
 4. Physical Facilities Development
 5. Organizations, Researches and Publications
 6. Extension and Consultancy Services
 7. Cultural and Sports Development
 8. Special Programs and Projects
 - B. Secondary Education
(Same as 1 to 8 under A above)
 - C. Technical-Vocational Education
(Same as 1 to 8 under A above)
 - D. Tertiary Education
(Same as 1 to 8 under A above)
 - E. Continuing Education
(Same as 1 to 8 under A above)
 - F. Cultural and Sports Development
 1. Library Services Development
 2. National Language Development
 3. National Museum Services
 4. National Historical Services
 5. Sports Development
- IV. General Administration
 - A. Problems Encountered
 - B. Recommendations
- V. Educational Finance
- VI. Statistical Tables

