




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600

Division Memorandum

No. 272 s, 2016

TO: Public Schools Division Supervisors &
School Heads/ PTA coordinators

FROM: 
JACQUELINE C. LUNAG
Chief, SGOD

DATE: December 8, 2016

SUBJECT: **SUBMISSION OF CONSOLIDATED SCHOOLS DISTRICT ANNUAL PARENTS-
TEACHERS ASSOCIATION (PTA) ACCOMPLISHMENT REPORT FOR CY 2016**

1. To come-up with a comprehensive division accomplishment report for CY 2016, you are hereby requested to submit a consolidated district annual Parents-Teachers Association Accomplishment Report for CY 2016.
2. Attached is a reporting template for you to use in coming up with a schools district report. Accomplishment report shall be based on the approved PTA plan. Other implemented PPA's not reflected in the PTA plan shall be included but with remarks on the said program/project/activity.
3. Deadline of submission is on or before December 23, 2016. All reports shall be forwarded at the Schools Governance & Operations Division- Human Resource Division (SGOD-HRD) for consolidation & proper monitoring.
4. Immediate dissemination of this memo is directed.

ANNUAL ACCOMPLISHMENT REPORT
CY 2016 (January-December)
PARENTS-TEACHERS ASSOCIATION (PTA)

Name of District: _____

PPAs	Output Indicator	Name School	Target beneficiaries	Physical			Financial			Remarks
				Target	Actual	%	Budget	Expense	% of utilization	
Note: Name of PPA's spearheaded by PTA ex: Brigada Eskwela Implementation (PTA implemented assigned tasks)	# of students attended	IPSHS, Lamut	1st year students		300					School MOOE augmentation 500.00
	# of parents/organization members attended		parents of 2nd year students	1000	100	50%	1,000.00	500	50%	
	# of LGU employees attended		LGU employees		100					
Ex. Purchase of 10 electric fans	# of classrooms benefited	Piwong Elem School, Hingyon	Grades 1-6 rooms	12	10	83%	5000	5000	100%	2 rooms were not given electric fan