**ANNUAL ACCOMPLISHMENT REPORT (AAR) FORM**

**General Instructions**

* Accomplish this annual report template by encoding the information completely and clearly and submitting the soft copy, in word format, through the prescribed link mentioned in the memorandum.
* Use A4 size bond paper, Bookman Old Style size 11, single space
* The report should highlight the accomplishments for the year vis-à-vis targets within the context of Annual Implementation Plan (AIP)/Work and Financial Plan (WFP) anchored on the Region Basic Education Plan (RBEP)/Division Education Development Plan (DEDP) and Basic Education Learning Continuity Plan (BE-LCP).
* Sections with tables need to be answered in the Google Sheets. Only the narratives will be encoded in MS Word.

**Cover Page**

**Regional Director’s/Schools Division Superintendent’s Message**

**Assistant Regional Director’s/Assistant Schools Division Superintendent’s Message**

**Preliminaries** (required after the cover page)

* DepEd Vision, Mission, and Core Values
* DepEd Mandate
* Table of Contents
* List of Tables
* List of Figures
* List of Acronyms

1. **Introduction**

* 1st paragraph: purpose/goal of the office (mandate)
* 2nd paragraph: strategies/added values to achieve purpose/goals (itemize major programs/projects)
* Percentage of performance outputs

**Status of Basic Education Resources**

1. For Region Proper (PPRD)
2. For Division Proper (SDO)
3. For the Major Accomplishments of the DepEd Regional Office/Division Office (ESSD & SDO)
4. Educational Outcomes (PPRD & SDO)
5. **Narrative of Major Output**
6. Based on KRA
7. Name of program/project and its purpose

1st sentence: percentage/number of accomplishment/s (refer to Google Sheets)

2nd sentence: description of the program/project outputs

3rd sentence: strategies used for successful implementation/best practice, quick wins, and lessons learned

**Note:**

Include one (1) photo per strategy/best practice, quick wins, and lesson learned

1. **Financial Accomplishment (Finance Division & SDO)**