



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

23 Dec 2025

**DIVISION MEMORANDUM**  
No. 188, s. 2025

**SUBMISSION OF ANNUAL ACCOMPLISHMENT REPORT  
CY 2025**

To: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
Education Program Supervisors  
School Heads/OICs (All Public Schools)  
All Others Concerned

1. In line with the authority, accountability, and responsibility vested in public school heads under Republic Act No. 9155 (Governance of Basic Education Act of 2001), this Office instructs all public school heads to submit a hard copy of their Annual Accomplishment Report for the Calendar Year 2025 on or before January 30, 2026, at the Records Section of the Schools Division Office of Imus City.
2. The Annual Accomplishment Report CY 2025 shall be in A4 size with Narrow margins, Bookman Old Style, 11, and with single spacing.
3. See Enclosure No. 1 for the template.
4. For inquiries and clarifications, please contact Ivan Honorpette A. Mijares, Education Program Supervisor/OIC, SGOD, at 09150870679.
5. Immediate and widest dissemination of this Memorandum is earnestly desired.

  
**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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Encl.: As stated

Reference: As stated

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

REPORTS

*sgod/iham/12-23-2025*

Enclosure No. 1 to Division Memorandum No. 788, s. 2025

## **Annual Accomplishment Report CY 2025**

### **Cover Page**

### **Inside Cover Page**

Accomplishment Report CY 2025

Prepared by: School Head

Recommending Approval: OIC – Assistant Schools Division Superintendent

Approved: OIC -Schools Division Superintendent

### **School Head's Message**

#### **Preliminaries**

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

#### **I. Introduction**

- 1<sup>st</sup> paragraph: purpose/goal of office (mandate)
- 2<sup>nd</sup> paragraph: strategies/added values to achieve purpose/goals (itemize major projects)

#### **II. School Profile and Accomplishments**

- A. Enrollment (EOSY data-SY 2024-2025, BoSY data-SY 2025-2026)
- B. Health and Nutritional Status (Endline data-SY 2024-2025, Baseline data-SY 2025-2026)
- C. Learners Materials (SY 2025-2026)
- D. Teaching and Non-teaching Personnel Professional Development (January 2025-December 2025)
- E. Funding Sources (FY 2025)
- F. School Awards and Recognitions (January 2025-December 2025)
- G. Number and Rate of Dropouts by Cause (SY 2024-2025)
- H. Percentage of Learners who Completed the School Year (Promotion Rate) (SY 2024-2025)
- I. National Achievement Test (NAT)-by Mean Percentage Score (MPS) (SY 2024-2025)



**IV. Financial Accomplishment**

**Statement of Income and Expenses for the Year 2025**

Income:

Cash Advances (Received from SDO from January 2025 to December 2025) PhP \_\_\_\_\_

Expenses:

Traveling Expenses-Local	PhP _____
Training Expenses	PhP _____
Office Supplies Expenses	PhP _____
Fuel, Oil and Lubricants Expenses	PhP _____
Other Supplies and Materials Expenses	PhP _____
Water Expenses	PhP _____
Electricity Expenses	PhP _____
Telephone Expenses-Mobile	PhP _____
Internet Subscription Expenses	PhP _____
Awards/Rewards Expenses	PhP _____
Other Professional Services	PhP _____
Janitorial Services	PhP _____
Other General Services	PhP _____
Repairs and Maintenance – Buildings	PhP _____
Repairs and Maintenance – Motor Vehicles	PhP _____
Fidelity Bond Premiums	PhP _____
Insurance Expenses	PhP _____
Representation Expenses	PhP _____

Subtotal PhP \_\_\_\_\_