



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



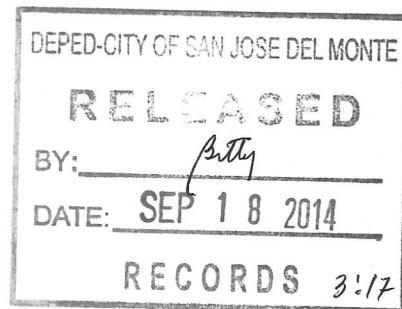
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September 17, 2014

DIVISION LETTER

No. 60, s. 2014

To: District Supervisors
Elementary and Secondary School Heads
Guidance Coordinators/Counselors
Edukasyon sa Pagpapakatao (EsP) Coordinators
Special Education Teachers
Kindergarten Teachers



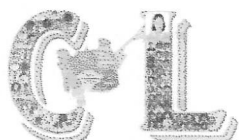
Cognizant of the need to quantify the accomplishments in Guidance, EsP, Special Education and Kindergarten vis-a-vis their targets all concerned are hereby required to submit Monthly Accomplishment Report (MAR) beginning September, 2014.

To facilitate the collation of data, the attached report format should be used.

The MAR shall be collected by the school head and submitted by the school heads to the Office of the Schools Division Superintendent every last Friday of the month.

For information, guidance, and strict compliance.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent



"Collaborating with our Leaders, Caring for our Learners"



Enclosure No. 1 to Division Letter No. 60 s., 2014

(Prescribed Format for the MAR)

ACCOMPLISHMENT REPORT IN _____ (Subject Area)
(Month of _____, 2014)

Learning Area: _____

Week	Activity	Objective	Key Player	Target Clientele	Output/Remarks
1 st Week					
2 nd Week					
3 rd Week					
4 th Week					

Prepared by:

Designation

NOTED:

School Head