



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

January 2, 2025

DIVISION MEMORANDUM
No. 009, s. 2025

**WRITESHOP AND PREPARATION OF SDO PAMPANGA'S 2024
ACCOMPLISHMENT / ANNUAL REPORT**


TO: Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

1. In accordance with Section 5 (b) of Republic Act No. 6713 otherwise known as An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes, all heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall within 45 working days from the end of the year, render a performance report of the agency or office or corporation concerned.
2. Anent to the foregoing, this Office announces the writeshop and preparation of the Schools Division of Pampanga's Accomplishment/ Annual Report and Evaluation of Organizational Performance for 2024 on January 8-10, 2025 at a venue to be announced.
3. This FY 2024 consolidated report shall summarize the overall performance of SDO Pampanga, encapsulating the key achievements across pillars.
4. The objectives of the activity are as follows:
 - a. Gather accurate and relevant data from various sources within the SDO;
 - b. Document all significant achievements, programs, and initiatives undertaken by SDO Pampanga in 2024;
 - c. Write clear, concise, and engaging content for the report; and
 - d. Communicate the 2024 accomplishments and progress of SDO Pampanga to stakeholders.



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5. List of participants / Technical Working Committee for the said activity may be accessed through the following link:
<https://tinyurl.com/TWG2024annualreport>.
6. Immediate and wide dissemination of this Memorandum is enjoined.


ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

