



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

January 5, 2026

DIVISION MEMORANDUM  
No. 003, s. 2026

**PREPARATION OF SDO PAMPANGA'S 2025 ACCOMPLISHMENT JOURNAL**

TO: Asst. Schools Division Superintendents  
CID and SGOD Chiefs  
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. In line with the above provision and consistent with Regional Memorandum No. 379, s. 2025 (Submission of Accomplishment Journals for Fiscal Year 2025 Performance Review Ratings), this Office announces the following phases for the preparation of the Schools Division of Pampanga's Accomplishment Journal / Annual Report with specific venues to be announced:

Phase 1: January 7, 2026 (Performance Blueprint: Planning the 2025 Division Narrative)

Phase 2: January 15-16, & 19, 2026 (Writeshop – Phase 1: Building the Framework: Drafting the Division's Story of Impact)

Phase 3: January 20-22, 2026 (Writeshop – Phase 2 & Validation: Strengthening the Storyline: Final Review and Validation of Accomplishments)

Phase 4: January 26-28, 2026 (Finalization of Year-End Accomplishment Report / Final Frame: Completion of the Year-End Performance Chronicle)



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3. The consolidated report shall encapsulate SDO Pampanga's overall performance for FY 2025, highlighting key achievements across all functional areas.
4. The objectives of the activity are as follows:
  - a. Consolidate and document SDO Pampanga's 2025 accomplishments across all functional divisions;
  - b. Evaluate performance against DEDP and OPCR targets;
  - c. Produce and disseminate a printed Annual Accomplishment Report in journal format;
  - d. Promote transparency and public trust through open performance reporting; and
  - e. Inform strategic planning and technical assistance for 2026.
5. The list of participants and Technical Working Committee may be accessed through the following link and QR Code:

<https://tinyurl.com/2025AJournal>



6. This Memorandum shall serve as the official Travel Order for the committee members.
7. Immediate and wide dissemination of this Memorandum is enjoined.

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**ROMEO M. ALIP PhD, CESO V**  
Schools Division Superintendent