



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

December 6, 2023

DIVISION MEMORANDUM

No. 195, s. 2023

TO: Public Schools District Supervisors
School Heads, Elementary & Secondary
English Dept. Heads, Municipal & District Coordinators

FROM: LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

SUBJECT: **YEAR-END PROGRAM IMPLEMENTATION REVIEW cum
Christmas Fellowship**

PARTICULARS

1. There will be a year-end review of English Implemented Programs and Projects on December 20, 2023 at a venue to be announced through the different GCs. Also, to celebrate the birth of our Creator, a Christmas Fellowship will follow.
2. Participants are all English department heads, district and municipal coordinators.
3. Participants shall bring their accomplishment reports covering the months of January to December, 2023(template enclosed).
4. They are also advised to bring their own food (potluck) to be shared and gifts for exchange with others.
5. Travel expenses of the participants maybe charged to school MOOE or other sources subject to the usual accounting and auditing procedures.
6. For the information, guidance and strict compliance of all concerned.

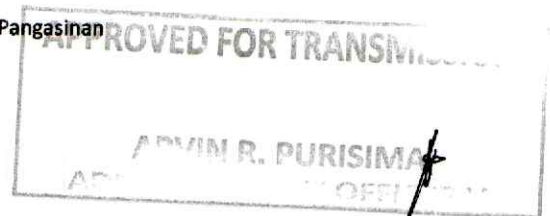

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Schools Division Superintendent



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Enclosure No. 1

Template of Accomplishment Report

A. Trainings attended

Title of Training	Date Conducted/Attended	Sponsoring Agency	Level (National, Regional, Division)	Major take-aways that will help in your work

B. Accomplishments on school- implemented programs, winnings, etc.

B.1 Programs

Name of Program/Activity	Date Conducted	Participants

B.2 Winnings

Name of Event/Contest	Winnings (Teachers, Students)	Rank, place	Level (Natl., Rgl. Provincial, Division)