

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES


January 6, 2026

DIVISION MEMORANDUM
No. 004 s. 2026

**SUBMISSION OF ACTIVITY COMPLETION REPORT ON
PROGRAMS/PROJECTS/ACTIVITIES CHARGED TO 2025
SPECIAL EDUCATION FUND**

TO: Chiefs, CID and SGOD
Division ALS Focal Person
EPS for Kindergarten
EPS In-Charge of Campus Journalism
Division Sport Coordinator
Division In-Charge of Boy Scout Activities
All Others Concerned

1. In connection with the Local Budgeting and Accounting obligation of programs/projects/activities funded under the SEF, all program owners are directed to submit the required Completion Report (template attached) **not later than January 30, 2026.**
2. In particular, the Completion Report for the following PPAs that have already been conducted before end of CY 2025:
 - Hiring of CALSIs
 - PTA Summit
 - ECCD Program/Kindergarten
 - Campus Journalism
 - Educational Research
 - Palarong Bicol
 - Palarong Panlalawigan
 - Division ALS Encampment
 - Regional ALS Encampment
 - Boy Scouting Activities
3. Soft copy of the Completion Reports will have to be submitted to: achilles.alberto@deped.gov.ph while the hard copy must be submitted to the office of the SDS attention: Achilles V. Alberto I, EPS II, SMME, SGOD.
4. For information and compliance.


MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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RELEASED

No. _____
DATE: **JAN 06 2026** TIME: _____



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

ACTIVITY COMPLETION REPORT

Program Title:			
Participating FDs:			
Location and Venue:			
Duration:			
No. of Participants:	Male:	Female:	Total:
	<i>(Attached is the list of participants)</i>		
Summary of Attendance:	<i>(Attached is copy of the attendance sheet)</i>		
Executive Summary:			
Program Objectives:	<i>See activity proposal.</i>		
Program Schedule/Matrix Design:	<i>See attached activity program.</i>		
Key Results:	<i>See attached is the Agreements on Key Issues Discussed</i>		
General Comments and Issues Encountered:			
Recommendations:			
Financial Report:	<i>Expenditures vs budget proposal. See attached budget proposal.</i>		
Attachments:			
Attachment 1	List of participants		
Attachment 2	Copy of attendance sheet		
Attachment 3	Activity Proposal/WFP		
Attachment 4	Program of Activity		
Attachment 5	Photo Documentation		

Prepared by:

Verified by:

Program Owner

FD Chief



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