



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

December 5, 2023

REGION MEMORANDUM
ESSD-2023-167

**REQUEST FOR REPORTS ON THE CELEBRATION OF THE CHILDREN'S
MONTH**

To: Schools Division Superintendents
Division Learner Rights and Protection Focals

1. This office, through the Learner Rights and Protection Office (LRPO) downloaded funds to the 8 schools division offices amounting to **P 10,000.00** each last August 30, 2023 which was intended for the division celebration of Children's Month.
2. All SDO Learner Rights and Protection focal persons are enjoined to submit a report on the conduct of activities relative to the celebration using the attached template. See Enclosures A and B. Said report shall include the following:
 - a. Activity Report
 - b. Title of the Activity
 - c. Attendance Sheet
 - d. MOV's
 - e. Others
 - ppt
 - toolkit/brochures (If available)
3. The report shall be submitted on or before December 15, 2023 through the link <https://bit.ly/4ai0g63> or scan



4. For clarifications or queries, contact **MR. JOEL T. FERNANDEZ** - Learner Rights and Protection Focal at **0953-115-8359** or email at **jojotestafernandez@gmail.com**.



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5. Immediate dissemination of and compliance with this memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated

Reference: DepEd Memorandum

Allotment: None

To be indicated in the Perpetual Index under the following Subjects:

CELEBRATION


LEARNER

JTF / ESSD-LRPO/RM/REQUEST OF REPORTS FOR THE CELEBRATION OF THE CHILDREN'S MONTH/178/December 5, 2023



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Enclosure A

	Republic of the Philippines Department of Education (Region/ Schools Division Office)	Effectivity Date:	
	Activity Report (for meetings, seminars, training, workshops, conferences, and other relational activities)	Version no.	
		Revision No.	
		Page no.	
		Reference no.	


TITLE OF ACTIVITY	DATE/TIME	PLACE/VENUE

DETAILS OF ACTIVITY	
I.	Overview:
II.	Objective:
III.	Highlights of Activities:
IV.	Outputs of the Activity
V.	Recommendations / Relevant applications in DepEd
VI.	Requested Actions (if any):



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Enclosure A

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		Page no.	
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VII. Monitoring and Evaluation (Specific Data)

Total Number of Participants:

Name	Designation	Name of School	Year/s of service as CPC Member

VIII. Attachments (Check if Applicable)

Available	Photos
Available	PowerPoint Presentations
Available	Brochures / Toolkit
Available	Workshop/Activity Method
Available	Program of Activity
Available	Attendance Sheet
Others (Please Specify)	Kindly attached the acknowledgement Receipt

Prepared by:

Approved by:

LRP Focal Person

Regional Director/ Schools
Division Superintendent



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Department of Education
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Enclosure B



Republic of the Philippines
Department of Education
 LEARNER RIGHTS AND PROTECTION OFFICE
 REGION/ SCHOOLS DIVISION OFFICE



TITLE OF ACTIVITY

I. Physical and Financial Accomplishments (Use additional sheet if necessary.)

Amount of PSF Received: Php _____	Date Received: _____	SUB-ARO No: _____																		
Amount Utilized: Php _____	Amount Liquidated: Php _____	Date of Liquidation: _____																		
Expenses: (Use additional sheet if necessary.)		Remarks:																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Physical Accomplishments</th> <th colspan="3">Financial Accomplishments</th> </tr> <tr> <th>Target</th> <th>Actual</th> <th>%</th> <th>Target</th> <th>Actual</th> <th>%</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Physical Accomplishments			Financial Accomplishments			Target	Actual	%	Target	Actual	%						
Physical Accomplishments			Financial Accomplishments																	
Target	Actual	%	Target	Actual	%															

Reasons for Under/Over Performance based on the set Target/Objectives (Use additional sheet if necessary.)

II. Issues, challenges, and other concerns (Use additional sheet if necessary.)

Operational Concerns/Issues

Policy-related Concerns/Issues



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



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Enclosure B



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LEARNER RIGHTS AND PROTECTION OFFICE
REGION/ SCHOOLS DIVISION OFFICE



III. Best Practices, Recommendations, and Ways Forward (Use additional sheet if necessary.)

ENCLOSURES:

The Implementing SDO shall attach the following documents:

- Photocopies of receipts
- Photocopies of Attendance Sheets
- Photos of actual conduct of consultation

The undersigned LRP Focal Person and Official certify that the PSF provided to the _____ by the Learner Rights and Protection Office for _____, was utilized in accordance with applicable DepEd issuances and accounting rules and regulations.

Prepared by:

Approved by:

LRP Focal Person

Regional Director/ Schools
Division Superintendent