



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

28 November 2025

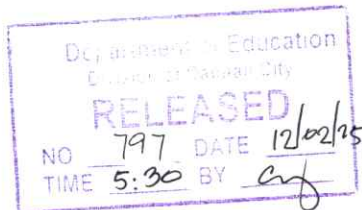
DIVISION MEMORANDUM

NO. 797, s. 2025

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All SDO Personnel
All Others Concerned

**CONDUCT OF "SHRINE OF EXCELLENCE": DEPED DAPITAN CITY DIVISION
CY 2025 PERFORMANCE ACCOMPLISHMENT REVIEW & STRATEGIC ALIGNMENT**

1. In line with the SHRINE Strategic Framework of the Schools Division of Dapitan City and to institutionalize the monitoring, evaluation, and adjustment mechanism of the Division and its delivery units in accordance with the Department of Education's Performance Management and Evaluation System (PMES), the SDO shall conduct the **"Shrine of Excellence": DepEd Dapitan City Division CY 2025 Performance Accomplishment Review and Strategic Alignment** on **December 22, 2025**, at Ariana Hotel, Minaog, Dipolog City. It will serve as a venue for all SDO functional divisions and districts to present and highlight their accomplishments for CY 2025.
2. The objectives of the activity are to review and evaluate the accomplishments of all functional divisions and districts against their CY 2025 targets, identify gaps and best practices, calibrate targets for CY 2026, and foster a culture of accountability and collaboration among all stakeholders. **The program will include presentations from the three (3) functional divisions and five (5) schools districts. Templates and mechanics for the reporting may be accessed via tinyurl.com/dap-annual-report-2025.**
3. Participants in this activity are public schools district supervisors / principals in-charge of the districts, school heads, and all SDO Personnel from the Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), and the Office of the Schools Division Superintendent (OSDS).
4. Expenses relative to the conduct of the activity (meals and snacks and venue) shall be charged to SDO MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.



JAY S. MONTEALTO, EdD, JD, CESO VI
Schools Division Superintendent



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Enclosure 1

**“Shrine of Excellence”: DepEd Dapitan City Division CY 2025 Performance
Accomplishment Review and Strategic Alignment**

Ariana Hotel, Minaog, Dipolog City
December 22, 2025

PROGRAM OF ACTIVITIES

Time	Topic / Activity
8:00 a.m. – 12:00 n.n.	Preparation and Finalization of Reports (Off-Site)
12:00 n.n. – 1:30 p.m.	Arrival and Registration
1:30 p.m. – 2:00 p.m.	Opening Program - National Anthem - Prayer / Invocation - Statement of Purpose - Inspirational Message and Rationale - Shrine Strategic Direction
2:00 p.m. – 4:00 p.m.	Presentation of Key Accomplishments and Best Practices by SDO Functional Division and Schools Districts - Office of the Schools Division Superintendent (OSDS) - Curriculum Implementation Division (CID) - School Governance and Operations Division (SGOD) - Barcelona Schools District - Baylimango Schools District - Dapitan Central Schools District - Potungan Schools District - Sulangon Schools District
4:00 p.m. – 5:00 p.m.	Synthesis, Open Forum, and Strategic Alignment
5:00 p.m. onwards	Fellowship Program

MECHANICS FOR REPORTING OF ACCOMPLISHMENT REPORTS

To ensure an organized and efficient presentation during the Shrine of Excellence: DepEd Dapitan City Division CY 2025 Performance Accomplishment Review and Strategic Alignment, the following guidelines shall be observed:

1. Each functional division and schools district must submit an Annual Accomplishment Report for Calendar Year 2025 using the prescribed reporting template (link provided in the memorandum). This report shall be submitted via email to dapitancity@deped.gov.ph on or before December 15, 2025.
2. For the presentation of reports on December 22, 2025, a PowerPoint presentation must also be prepared per functional division and district. **The slides must contain only summaries and highlights of accomplishments and do not need to replicate the full content of the Annual Report.** This ensures that presentations remain concise and focused. Each office and district shall be allotted a **maximum of fifteen (15) minutes** to present their accomplishment reports. Presenters are advised to strictly adhere to the time limit to maintain the flow of the program.



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