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DepED-X  
Cagayan de Oro City

Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO

61464  
**RELEASED**

**Office of the Regional Director**

November 20, 2020

REGIONAL MEMORANDUM

No. 453, s. 2020

**SUBMISSION OF ACCOMPLISHMENT REPORTS  
BASED ON ISO FINDINGS**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
SGOD Chiefs  
Divisional Engineers  
All Others Concerned

1. During the DepEd RO-X ISO 9001:2015 Second Surveillance Audit on November 18, 2020, some observations were pointed out and should be addressed accordingly. Among the observations were obtained from the accomplishment reports of BEFF projects. The following details should be achieved:

- a. That the data for Project ID, Contract ID, and the name of the contractor should be reflected in the reports.
- b. That the dates of the issuance of Invitation to bid, pre-submission conference, bid opening, issuance of Resolution to Award (RTA), issuance of Notice to Proceed (NTP), and the target date of completion should be indicated.
- c. That upon completion of the project, actual completion date should also be reported.
- d. That if the project has already exceeded its target date of completion, revised date must be made and shown in the report.
- e. That start date and as to how many calendar days will the project run should also be recorded in the accomplishment report.

2. Timely submission and update of the accomplishment report should be properly observed; submission is every 20th of the month for consolidation and subsequent submission to the DepEd Central Office.



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3. Communication with external providers like DPWH and Electric Cooperatives should be improved to provide updated data and acquire relative information for the completion of the project.

4. For information and compliance.



**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

\* Submission of Accomplishment Reports  
based on ISO Findings

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