



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD

OFFICE OF THE MUNICIPAL MAYOR

January 4, 2021

MEMORANDUM:

NO: 01

TO: ALL DEPARTMENT HEADS/HEADS OF OFFICES

SUBJECT: **SUBMISSION OF ANNUAL ACCOMPLISHMENT REPORT FOR
CY 2020 AND PLAN FOR 2021**


As mandated by law, we are to prepare and submit reports and plans on regular and special basis. In this regard, you are hereby enjoined to prepare and submit the following:

1. Accomplishment Report CY 2020. Format is hereto attached
2. Department Plan CY 2021
3. Capacity Development Plan 2020

Kindly submit them on or before January 29, 2021.

Prompt compliance is hereby requested.

Thank you.


RONALDO M. MORADA
Municipal Mayor

ANNUAL REPORT 2020 FORMAT

1. Cover Page
2. Title Page
 - Name of Department
 - Accomplishment Report CY 2020
3. Executive Summary
 - Highlights of Accomplishment
 - A one or a 2-page discussion
4. Accomplishment Report (*see attached format*)
 - Detailed Report
5. Organizational Structure
 - Indicate plantilla personnel with salary grade, detailed and job order with pictures
 - Trainings, Seminar-Workshop, Convention Attended by all the staff
6. Pictorial Report
 - Significant program/projects/activities
7. Summary of Major Plan for 2020

GUIDELINES

1. Prepare and submit two (2) copies in folder with soft copy in a flashdrive
2. Use 10.5 inches x 8 inches (A4) bond paper
3. Use size 12 of Tahoma Font
4. If you need clarification, you can refer to the Municipal Planning and Development Office (MPDO)

