



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTE  
KAYPIAN ELEMENTARY SCHOOL  
BRGY. KAYPIAN, CITY OF SAN JOSE DEL MONTE

---

### SCHOOL MEMORANDUM

No. 78, s. 2023

To : All Concerned

Subject: Individual Log and Accomplishment Report

Date : 06 December 2023

---

1. Relative to the meeting with SDS and ASDS last December 4, 2023 which was attended by the AO II, this Office informs all teaching and non-teaching personnel about the checklist on the Individual Log and Accomplishment Report effective December 1, 2023.
2. A template of checklist will be used on the IAR instead of narrative reports and documentation.
3. Submission of the IAR will be on a **monthly** basis but in a weekly manner of accomplishing the checklist.
4. Other Tasks Performed refers to the other curricular activities outside the school premises, e.g., seminar, workshops, trainings, meeting.
5. Attached herewith is the format of the Checklist on Individual Log and Accomplishment Report as Enclosure No.1 of this memorandum.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**DIANALYN A. PALAGANAS PhD**  
Principal III

---

**“MATATAG: Bansang Makabata, Batang Makabansa”**



**Kaypian Elementary School**

School ID: 107157

Kaypian Road Barangay Kaypian, San Jose del Monte City 3023

Official Email: 107157.sjdmc@deped.gov.ph

Official Website: [www.kaypes.weebly.com](http://www.kaypes.weebly.com)





Republic of the Philippines

# Department of Education

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTE  
KAYPIAN ELEMENTARY SCHOOL  
BRGY. KAYPIAN, CITY OF SAN JOSE DEL MONTE

Enclosure No. 1 of School Memorandum No. 78 s.2023

## INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Teacher : \_\_\_\_\_  
Grade Level : \_\_\_\_\_  
Date/s Covered : December 1-15, 2023

ACTIVITIES	1 <sup>st</sup> Wk	2 <sup>nd</sup> Wk	3 <sup>rd</sup> Wk	4 <sup>th</sup> Wk	5 <sup>th</sup> Wk
	Dec. 1 9:00 – 11:00	Dec. 4-8 9:00 – 11:00	Dec. 11-15 9:00 – 11:00	Dec. 18-22 9:00 – 11:00	Dec. 25-29 9:00 – 11:00
1. Prepared lesson plans, action/work plans instructional materials, evaluation/ assessments, and crafted rubrics.					
2. Prepared instructional materials;					
3. Conducted research;					
4. Checked and recorded exercises, recording of academic performance results;					
5. Performed coordination activities and duly recognized community services (with MOVs);					
6. Prepared tool for remediation;					
7. Participated in the maintenance and improvement of school facilities and equipment;					
8. Counseled, mentored, coached of students including home visits;					
9. Consulted and conferred with parents of the students—at-risk of dropping out;					
10. Coached/trained for contests; and					
11. Attended seminars, workshops, and similar programs.					
<b>Other Tasks Performed:</b>					
1.					
2.					
3.					

Prepared by:

Checked by:

\_\_\_\_\_  
Teacher I

\_\_\_\_\_  
Master Teacher I

Approved by:

**DIANALYN A. PALAGANAS**  
Principal III

***“MATATAG: Bansang Makabata, Batang Makabansa”***



**Kaypian Elementary School**  
School ID: 107157  
Kaypian Road Barangay Kaypian, San Jose del Monte City 3023  
Official Email: 107157.sjdmc@deped.gov.ph  
Official Website: www.kaypes.weebly.com

