



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JAN 07 2026

OFFICE MEMORANDUM
No. FTAD-2026- 001

SUBMISSION OF WEEKLY G.A.I.N.S.
Goals, Accomplishments, Initiatives, and Notable Synergy

To: OIC-Assistant Regional Director
Regional Functional Division Chief Education Supervisors
All Others Concerned

1. Pursuant to Republic Act No. 9155 (Governance of Basic Education Act of 2001), particularly Rule III, Section 3.2 of its Implementing Rules and Regulations (IRR), the Regional Office is mandated to exercise oversight functions in the implementation of laws, policies, programs, and standards within the region. To ensure systematic documentation, accountability, and monitoring of these functions and outputs, the submission of a Weekly G.A.I.N.S. is required.
2. In this regard, this Office requires all Chiefs, Section heads, and Regional Office personnel to submit a Weekly G.A.I.N.S. covering goals, accomplishments, initiatives, and notable synergy undertaken during the week. The report shall document target tasks, accomplishments, remarks, and the Key Result Areas (KRAs) under which the output is expected in relation to their official functions.
3. Submission of the Weekly G.A.I.N.S. shall be every Monday of the succeeding week. Regional Functional Division Chiefs shall submit their Weekly GAINS to the Office of the OIC-Assistant Regional Director, while all other Regional Office personnel shall submit the same to their respective Chiefs or Heads for review and consolidation.
4. The Chiefs or Heads are expected to conduct an orientation on the utilization of the template.
5. Attached herewith is the prescribed template of the Weekly G.A.I.N.S. for guidance and uniform compliance which can be accessed through the link <https://tinyurl.com/NIRWeeklyGAINS>.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



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Encl.: None

Reference: None

To be indicated in the Perpetual Index

under the following subjects:

REPORTS

RDV/FTAD-RMWLC-Submission of Weekly GAINS
006/January 7, 2026



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WEEKLY G.A.I.N.S.

(Goals, Accomplishments, Initiatives, and Notable Synergy)

Name of Personnel :
Functional Division :
Date/s Covered :
Goals (Targets) :

| Accomplishments & Initiatives | Notable Synergy with other Functional Divisions | Remarks | KRA (under which the output is expected) |
|-------------------------------|---|---------|---|
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Prepared by:

Approved:

NAME OF PERSONNEL
Position

NAME OF FD CHIEF /ARD
Position