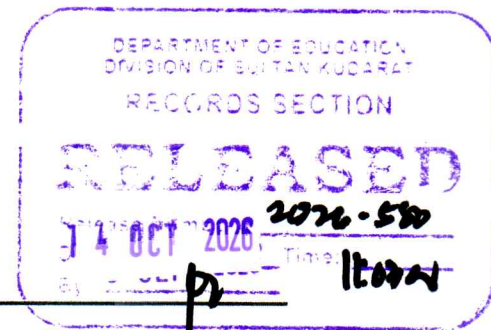




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



October 14, 2026

DIVISION MEMORANDUM

SGOD EPS No. **215** s. 2026

No. **215**

**CONDUCT OF ONLINE ORIENTATION ON THE PREPARATION AND
ENHANCEMENT OF SCHOOL IMPROVEMENT PLANS (SIPs) AND ANNUAL
IMPLEMENTATION PLANS (AIPs)**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors/Principals In-charge
Elementary and Secondary School Heads
Concerned Employees
This Division

1. Pursuant to DepEd Order No. 44, s. 2015, titled Guidelines on the Enhanced School Improvement Planning (SIP) Process, and in support of the Department of Education's commitment to evidence-based planning, participatory governance, and efficient resource utilization, this Office shall conduct an Online Orientation on the Preparation and Enhancement of School Improvement Plans (SIPs) and Annual Implementation Plans (AIPs) on October 20, 2026, at 8:00 a.m. via Microsoft Teams. The meeting link shall be shared through the official group chats.
2. The activity aims to strengthen the capacity of school heads and concerned personnel to develop responsive, realistic, and data-driven school plans that address priority improvement areas, improve learner outcomes, and ensure the efficient utilization of available resources.
3. Specifically, the orientation aims to:
 - a. revisit the policies, processes, and prescribed templates for the preparation and updating of SIPs and AIPs;
 - b. provide guidance on identifying Priority Improvement Areas (PIAs), formulating appropriate interventions, and establishing measurable targets and performance indicators;
 - c. discuss the alignment of school programs, projects, and activities (PPAs) with identified school needs, available resources, and applicable planning and budgeting requirements;
 - d. clarify allowable expenditures chargeable against School Maintenance and Other Operating Expenses (MOOE), subject to existing budgeting, accounting, auditing, and procurement rules and regulations;
 - e. discuss the implications of outstanding School MOOE cash advances, unliquidated balances, and other financial accountability concerns on school financial planning and implementation; and

LPO/EPS-SGOD/DM- Conduct of Online Orientation on the Preparation and Enhancement of School Improvement Plans (SIP) and Annual Implementation Plans (AIP)/October 14, 2026



Address: Kenram, Isulan, Sultan Kudarat
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- f. provide technical assistance on the preparation, consolidation, review, and submission of SIPs and AIPs using the prescribed templates.
4. Following the orientation, all schools shall review, update, or prepare their respective SIPs and AIPs, ensuring that identified interventions are evidence-based, responsive to learner needs, financially feasible, and aligned with applicable DepEd policies.
5. The hard copies of the SIP, AIP, and Work and Financial Plan (WFP) shall be presented to the office of the OIC EPS-SGOD on or before November 12, 2026, for review, provision of appropriate technical assistance, and issuance of a Certificate of Quality Assurance, subject to compliance with the prescribed requirements.
6. Attached are the indicative schedule and clearance form for reference and guidance.
7. Expenses incurred in relation to this activity shall be charged against the School or Division MOOE, as applicable, subject to the availability of funds and the usual budgeting, accounting, auditing, and procurement rules and regulations.
8. For inquiries and clarifications, please contact Lazaro P. Oriel, SEPS/OIC EPS, SGOD, through email at lazaro.oriel@deped.gov.ph.
9. Immediate dissemination of and strict compliance with this Memorandum are directed.


ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

AIP

ORIENTATION

SIP

LPO/EPS-SGOD/DM- Conduct of Online Orientation on the Preparation and Enhancement of School Improvement Plans (SIP) and Annual Implementation Plans (AIP)/October 14, 2026



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Enclosure No. 1 to Division Memo SGOD EPS No. **215** 2026

INDICATIVE SCHEDULE

**CONDUCT OF ONLINE ORIENTATION ON THE PREPARATION AND
ENHANCEMENT OF SCHOOL IMPROVEMENT PLANS (SIPs) AND ANNUAL
IMPLEMENTATION PLANS (AIPs)**

Date/Time	Activity/Topic	In-charge
8:00-8:30am	Online Registration	PMT
8:30-9:30am	Opening Program	
	Opening Remarks	Dr. Mohalidin M. Suaeb OIC-Assistant Schools Division Supt.
	Statement of Purpose	Sadat T. Sinolinding OIC-Chief Education Supervisor
	Message	Dr. Roberto J. Montero, CESO V Schools Division Superintendent
	Closing Remarks	Ismael M. Ambalgan Chief Education Supervisor
	Orientation Proper	
9:30-10:30am	Rationale and Discussion of PIA DepEd Order No. 44, s. 2015	Sadat T. Sinolinding OIC-Chief Education Supervisor
10:30-12:00nn	Target Setting and Plan Adjustment	John Gregory D. Jabido EPS-Koronadal City
	Basics of WFP	Rolex Henry Lotilla Planning Officer III-Koronadal City
	DRRM	Kharoll Joy G. Latoza PDO 2
	Lunch Break	
1:00-2:00pm	DepEd Order No. 8, s. 2019, Guidelines on the Direct Release, Use of MOOE Allocations, Including Other Funds Managed by Schools	Erwin P. Suroysuroy OIC-Accountant
2:00-2:30pm	GAD	Melvin P. Fortuna Administrative Officer V
2:30-3:00pm	DRRM	Kharoll Joy G. Latoza PDO 2
3:00-3:30pm	Planning	Kevin Lloyd V. Hijastro Planning Office III
3:30-4:30pm	HRDS	Mark Carlo D. Buyao SEPS
4:30-5:00pm	SIP/AIP Forms and other concerns	Lazaro P. Oriel OIC EPS-SGOD
5:00pm	End of Program	

LPO/EPS-SGOD/DM- Conduct of Online Orientation on the Preparation and Enhancement of School Improvement Plans (SIP) and Annual Implementation Plans (AIP)/October 14, 2026



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SIP AND AIP CLEARANCE FORM

Year: _____
Name of School: _____
District/Municipality: _____
School Head: _____
Date Submitted: _____

No.	Focal	Signature of Reviewer	Date
1	Melvin P. Fortuna- GAD		
2	Mark Carlo D. Buyao- HRDS		
3	Erwin P. Suroysuroy- Accounting		
4	Kharol Joy Latoza- DRRM		
5	Kevin Lloyd V. Hijastro- PRS		
6	Lazaro P. Oriel- EPS-SGOD		

Status: ☐ Not complying ☐ Complying

Certification of Quality Assurance

This is to certify that the School Improvement Plan (SIP), Annual Implementation Plan (AIP), and Work and Financial Plan (WFP) of the above-mentioned school have undergone quality assurance and review by the concerned Division offices/sections. Based on the review conducted, the submitted plans have been found compliant with applicable DepEd policies, planning standards, and prescribed requirements, and are hereby cleared up for the issuance of the Certificate of Quality Assurance.

Check and Verified:

SADAT T. SINOLINDING
OIC-Chief Education Supervisor-SGOD

Recommending Approval:

MOHALIDIN M. SUAEB
OIC-Asst. Schools Division Superintendent

Approved by:

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

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