



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

September 1, 2025

DIVISION MEMORANDUM

No. **09-250** s. 2025

ADOPTION OF THE ANNUAL IMPLEMENTATION PLAN (AIP) TEMPLATE

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Public Elementary and Secondary School Heads
Program Owners
All others concerned
This Division

1. In adherence to DepEd Order (DO) 008, s. 2019 titled *Revised Implementing Guidelines on the Direct Use, Monitoring and Report of Maintenance and Other Operating Expenses (MOOE) Including Other Funds Managed by Schools*, this office hereby directs all schools to adopt the new template of Annual Implementation Plan (AIP) effective immediately.
2. The template shall cover a period of fifteen (15) months beginning January of the current fiscal year until March of the next fiscal year as stipulated in the DO. However, with the implementation of the Enhanced School Improvement Plan (ESIP) School Year 2025-2028, the schools shall only cover the utilization of MOOE and other funds managed by schools starting July 2025 until March 2026. In the interest of time preceding Fiscal Year 2026, the development of AIP for 2026 shall commence in December 2025.
3. The same AIP for July 2025-March 2026 shall be attached in the ESIP for approval and acceptance of the undersigned and shall be submitted to the oversight agency (ies) such as Commission on Audit (COA) and other offices requiring the same document for disbursement, utilization, and monitoring of funds.
4. The Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) shall cover the same period and retain the recently-issued template.
5. The plans shall be aligned with the priority activities in every pillar of Basic Education in the current accepted ESIP of individual school.
6. The AIP shall be split in two (2) printed copies using A4 size of paper. The printed split copies shall be merged to make one (1) copy of AIP to achieve readability of the printed plan. For reference, sample accomplished merged AIP template (see Enclosure 1) is attached.



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

7. For official use and uniformity, all schools shall also adopt the prescribed the header/footer template (see Enclosure 1) for the abovementioned plans. Necessary modifications in the template shall be made by the school, strictly adhering to the existing DepEd issuance (DO 031, s. 2019). The soft copies of the AIP and the prescribed header/footer template shall be shared in the ManCom Messenger Group Chat.
8. Submission of the same plans with noticeable unnecessary alterations in the templates shall be remanded back to originating schools for revision.
9. For immediate dissemination to, guidance, and strict compliance of all concerned.


MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
ESIP AIP MOOE FUNDS UTILIZATION

SGOD/rsoraliza
09/1/25



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGA
NAME OF SCHOOL

Enclosure 1. Annual Implementation Plan (AIP) Template

SCHOOL ID: 133214
DISTRICT: SAN ISIDRO

ANNUAL IMPLEMENTATION PLAN (AIP)

PROGRAM/PROJECT/ ACTIVITY	OBJECTIVE	OUTPUT PERFORMANCE INDICATOR	BUDGET SOURCE	QUARTER 1								QUARTER 2								QUARTER 3			
				JANUARY		FEBRUARY		MARCH		TOTAL		APRIL		MAY		JUNE		TOTAL		JULY		AUGUST	
				Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount
ACCESS																							
Project Learners' Enhancement Program (LEP)	To attain 95% of the learners achieve proficiency level of 75% in all learning areas	No. of learners formatively assessed per month	-	5	-	5	-	5	-	15	0									5	-	5	-
		No. of activity sheets produced in English	MOOE	10	1,500	10	1,500	10	1,500	30	4,500									10	1,500	10	1,500
		No. of teachers provided with L&D opportunities	MOOE											20	12000			20	12,000				

TOTAL MOOE	63,000.00	QUARTER 1				QUARTER 2				QUARTER 3			
		JANUARY	FEBRUARY	MARCH	TOTAL	APRIL	MAY	JUNE	TOTAL	JULY	AUGUST	SEPTEMBER	TOTAL
TOTAL SEF		1,500	1,500	1,500	4,500		12000		12,000	1,500	1,500	1,500	4,500
TOTAL PTA													
TOTAL CANTEEN													
TOTAL PSF													
TOTAL DONATIONS													
TOTAL OTHER FUNDS													
GRAND TOTAL	63,000.00												

Prepared by:

Checked and Reviewed:

For Allotment of Funds:

For Availability of Funds:

School Head

REINER S. ORALIZA
SEPS/ESIP Focal Person

LOUELA G. VILLEGAS
Budget Officer III

MARIC
Ac

O

P) FOR FISCAL YEAR 2025

QUARTER 3				QUARTER 4								FULL YEAR		NEXT QUARTER (QUARTER 1 OF 2026)								FULL YEAR+NEXT QUARTER	
SEPTEMBER		TOTAL		OCTOBER		NOVEMBER		DECEMBER		TOTAL		FULL YEAR		JANUARY		FEBRUARY		MARCH		TOTAL		FULL YEAR+NEXT QUARTER	
Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount	Target	Amount
5	-	15	0	5	-	5	-	5	-	15	0	45	0	5	-	5	-	5	-	15	0	15	0
10	1,500	30	4,500	10	1,500	10	1,500	10	1,500	30	4,500	90	13,500.00	10	1,500	10	1,500	10	1,500	30	4,500	30	18,000.00
								20	12000	20	12,000	40	24,000.00									0	24,000.00

QUARTER 4				NEXT QUARTER (QUARTER 1 OF SUCCEEDING YEAR)					
NUMBER	TOTAL	OCTOBER	NOVEMBER	DECEMBER	TOTAL	JANUARY	FEBRUARY	MARCH	TOTAL
100	4,500	1,500	1,500	13,500	37,500.00	1,500	1,500	1,500	4,500

Recommending Approval:

Approved:

MANUEL O. SULAPAS
Accountant III

ROEL T. DIAMANTE, PhD, CESE
Assistant Schools Division Superintendent

MANUEL O. CABERTE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Address: Brgy. XYZ, California, Surigao del Norte, 8417
Contact No.: 090498474663
M 1njasbf3@deped.gov.ph f XYSDNDB Elementary School