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

DEPARTMENT OF EDUCATION
RELEASED
NOV 10 2026
DATE
DIVISION OF SIARGAO

DIVISION MEMORANDUM
No. 11-335 s, 2026

To: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
Public Schools District Supervisors
Division Planning Team
Division Chiefs
This Division

PROGRESS MONITORING OF THE ANNUAL IMPLEMENTATION PLAN (AIP) 2026, WORK APPLICATION PLAN (WAP) OF LEARNING AND DEVELOPMENT (L&D) ACTIVITIES 2025-2026 ATTENDED, AND TECHNICAL ASSISTANCE ON THE AIP 2027 SUBMISSION

1. In reference to DepEd Order No. 44, s. 2015 titled, "Development of the Enhanced School Improvement Plan (E-SIP) Process and the School Report Card (SRC)" and pursuant to the department's mandate to ensure all approved Work Application Plans (WAPs) all personnel are implemented, disseminated, and improved, all public elementary and secondary school heads are hereby informed of the conduct of Progress Monitoring of the AIP 2026 and WAP 2025-2026 on November 16-26, 2026.

2. In addition, the Division Planning Team (DPT) will provide technical assistance in preparation for AIP 2027 submission.

3. The activity aims to:
a. identify the concerns, issues, and gaps in the implementation of AIP Calendar Year (CY) 2026 and WAP for CY 2025 and 2026;
b. determine the strategic interventions to improve the implementation of the plans;
c. provide technical assistance to schools in preparation for AIP 2027 submission.

4. The schedule of the progress monitoring activity is as follows:

DISTRICT	TIME	SCHEDULE
Numancia	8:00 AM -5:00 PM	November 16, 2026
Dapa West	8:00 AM -5:00 PM	November 17, 2026
Dapa East	8:00 AM -5:00 PM	November 17, 2026
General Luna	8:00 AM -5:00 PM	November 18, 2026
Socorro East	8:00 AM -5:00 PM	November 19, 2026
Socorro West	8:00 AM -5:00 PM	November 19, 2026
Pilar	8:00 AM -5:00 PM	November 23, 2026
San Isidro	8:00 AM -5:00 PM	November 24, 2026
Sapao	8:00 AM -5:00 PM	November 25, 2026

Burgos-San Benito	8:00 AM -5:00 PM	November 26, 2026

5. All schools are directed to refer to the approved AIP 2026 to accomplish the Annexes 9A and 9B of the approved ESIPs. All programs, projects, and activities (PPAs) in the AIP shall be captured in the accomplishment of the Annexes mentioned. Attached are the sample documents for reference.

6. For WAP implementation monitoring, schools may refer to the Annex 1 of this memorandum for all the L&D activities conducted for CY 2025 and 2026 to allow them to prepare the approved WAPs for the presentation of implementation status through Workplace Application Accomplishment Report (WAAR).

7. The participants in these series of activities are all public elementary and secondary school heads, public schools district supervisors, and DPT members. **In no case that an Administrative Officer (AO) shall attend and or participate** in the activity as important discussions and decisions shall be made between and among the identified participants only.

8. All PSDSs shall prepare the venue and all equipment necessary for the conduct of the activity during their district's schedule.

9. All school heads shall bring laptops for the presentation of reports.

10. All queries regarding the activity shall be directed to the Division ESIP Focal, Mr. Reiner Oraliza.

11. All expenses incurred for the activity shall be charged to division/school funds subject to existing auditing and accounting rules and regulations.

12. For immediate and wide dissemination to all concerned is desired.

MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
ESIP STRATEGIC PLANNING WAP L&D

SGOD/rsoraliza
11/04/26

Annex 1

LIST OF LEARNING AND DEVELOPMENT (L&D) ACTIVITIES WITH WAP OUTPUTS

TITLE OF THE L&D ACTIVITY	PARTICIPANTS	CALENDAR YEAR
1. Division Training of Trainers on Deepening Conceptual Understanding of Content Using Key Strategies in Teaching Early Grades Mathematics	Teachers	2025
2. Master Class: CANVA	Teachers	2025
3. Linked In: E-Scholarship Program	Teachers	2025
4. Capacity Building Training on Data Analysis and Interpretation for Practical Research I and II Teachers and Master Teachers	Teachers	2025
5. Pagsasanay para sa Guro ng JHS at SHS na nagtututo ng Filipino na hindi Majors	Teachers	2025
6. Division Training on the Microsoft Productivity Tools for DepEd Computerization Program Adoption	Teachers	2025
7. Division Training-Workshop on Proper Handling and Using Basic Science Laboratory Apparatus and Equipment	Teachers	2025
8. National Assessment for School Heads (NASH) Batch 1 – TPD	School Heads	2026
9. Division Training on Intermediate Guide to Effective Management and Leadership for School Heads	School Heads	2026
10. Division Training-Workshop on Pedagogical Approaches in Science	Teachers	2026

Annex 9A

PROJECT WORKPLAN AND BUDGET MATRIX
SCHOOL YEAR 2025-2026

PROJECT TITLE: Poject Kalidad
PROBLEM STATEMENT: Over the last three (3) School Years, the school attained less than 75% Proficiency Level in Reading and National Achievement Test (NAT)
PROJECT OBJECTIVE: To attain 75% Proficiency Level in Literacy (Reading and Listening Comprehension), Numeracy, Science, English, and Filipino of at least 75% of the Learners
ROOT CAUSE(S): 1. Insufficient Reading Literacy and Foundational Learning Skills
2. Limited Effectiveness of Instructional Strategies and Assessment Practices
3. Inadequate Monitoring and Targeted Learning Support

ACTIVITY	OUTPUT	DATE OF IMPLEMENTATION	PERSON RESPONSIBLE	BUDGET	BUDGET SOURCE
Development, preparation, and utilization of Reading Materials for The Implementation of ARAL-Reading (Literacy) Program	Number of Learning Activity Sheets developed, prepared, and utilized	July 2026	Project Team c/o Gladie M. Comillas	20,000.00	SIIF/MOOE
Conduct of LAC Sessions on the Literacy and Numeracy Enhancement Strategies	Number of LAC Sessions conducted	July 2026 October 2026	Project Team c/o Gladie M. Comillas	15,000.00	SIIF/MOOE

Prepared by:

Project Team Leader
Project Assistant Team Leader
Project Members

Annex 9B

PROJECT MONITORING REPORT
SCHOOL YEAR 2025-2026

Scheduled Dates of Monitoring
Midyear: December 2026

Yearend: _____

NAME OF PROJECT	PROJECT OBJECTIVES AND TARGETS	DATE OF MONITORING	ACCOMPLISHMENTS/ STATUS TO DATE	ISSUES/ CHALLENGES/ CONCERNS	RECOMMENDATIONS/ ACTION POINTS	SIGNATURE OF SPT AND PROJECT TEAM LEADER
Poject Kalidad	To attain 75% Proficiency Level in Literacy (Reading and Listening Comprehension), Numeracy, Science, English, and Filipino of at least 75% of the Learners					
	Development, preparation, and utilization of Reading Materials for the Implementation of ARAL-Reading (Literacy) Program	August 2026	Accomplished	There were varied options of materials to be developed but the school only had limited funds.	Due to limited fund allocation, the team needs to choose the most cost-efficient and fitting to learners at struggling and frustration level	(Affix the signature specimen of the SPT and Team Leader)
	Conduct of LAC Sessions on the Literacy and Numeracy Enhancement Strategies	August 2026 November 2026	Not accomplished; 1 LAC session was not conducted in October 2026	The scheduling and competing school activities which resulted in the non-conduct of one session in October 2026	Conduct scheduled LAC session immediately after the series of activities initiated by district and division offices.	(Affix the signature specimen of the SPT and Team Leader)

NAME OF PROGRAM
DATE IMPLEMENTED
NEAP Baguio Teachers Camp, Baguio City
Workplace Application Accomplishment Report

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I. PROPONENT'S PROFILE

PROPONENT'S NAME:		POSITION:	
SCHOOL:		SCHOOL ID:	
SDO AND REGION:		PD PROGRAM ATTENDED:	Title of the Program In-person Training: *<inclusive dates>* Asynchronous Sessions: *<inclusive dates>*
COACH/ MENTOR:		POSITION:	
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT		SCHOOLS DIVISION SUPERINTENDENT	

II. PROGRAM/ PROJECT PROFILE

Title	*Indicate the proposed program/ project title)*	Type of intervention	*(Committee work, Job Expansion, Job Rotation, Job Shadowing, Special Project, Stretch Assignments, Informal JEL Activities, others please specify)*
Rationale	*Briefly describe why the WAP will be implemented.* *Identify the competency gaps that will be addressed and current performance level on the key results area(s). This may include the following but not limited to:* • *Context of the program/ project or connection to the School Head Onboarding Program* • *Relevant legal bases* • *Relevant local and international literature*		

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Program/ Project Description	*State the primary intention of the proposed program/ project including but not limited to:* • *the main task to be accomplished or key content to be delivered,* • *knowledge and skills to be learned; and* • *expected significant results of the program/ project or how it will impact the workstation or constituents of the inductee (project beneficiaries/ participants.)*
Program/ Project Objective/s (Application Objectives)	
Delivery Platform	*Modality of the program/ project*
Timeline	*From Start Date to End Date ; per SHOP guidelines, this should not exceed 4 months.*

III. FUNDING DETAILS

Amount Needed:	*Will the project need funding? Indicate total amount.*	Budget Allocation (Breakdown)	*(Provide details on how the fund will be allocated in the conduct of the program/project.)*
Funding Source:	*How will the program be funded?*		

IV. SUMMARY OF ACTIVITIES CONDUCTED

Milestones	Date Implemented	Activities	Description	Expected Output / Outcome	Date Mentored
Milestone 1: Strategic Planning & Orientation					

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Milestones	Date Implemented	Activities	Description	Expected Output / Outcome	Date Mentored
Milestone 2 A: School-Level Implementation Support					
Milestone 2B: Competency Strengthening					
Milestone 2C: Resource Management					
Milestone 3: Consolidation of Best SEL Practices into Teaching, Learning, and School Culture					

V. Accomplishments

Describe the key accomplishments or results of the implementation based on your objectives. You may use subheadings aligned to milestones, outcomes, or objectives

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VI. Monitoring and Evaluation Report

Activities	MOVS	Evidence of Completion (Complete/Partially Complete)	Quality of Output (e.g., 1–5 or Basic/Developing/Proficient)	Coach / Mentor Observations/Comments (Coach/Mentor shall affix his/her signature)
Milestone 1: Strategic Planning & Orientation				
Milestone 2 A: School-Level Implementation Support				
Milestone 2B: Competency Strengthening				

Milestone 2C: Resource Management				
Milestone 3: Consolidation of Best SEL Practices into Teaching, Learning, and School Culture				

VI. Challenges Encountered and Solutions

Challenges	Action Taken / Solutions
Issues, obstacles, or difficulties encountered during the implementation of your activity, project, or work application plan.	*Concrete actions or steps taken to resolve or manage the identified challenges. This may include adjustments, alternative approaches, or support mechanisms.*

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VII. Next Steps / Recommendations

Follow-up Actions	Sustainability Strategies	Areas for Improvement
Immediate or short-term steps to continue, build upon, or complete what was started during the implementation phase.	*Long-term approaches and systems to maintain, institutionalize, or replicate the positive impact or outcomes of the project beyond the initial implementation period.*	*Aspects of the project, implementation, or results that did not go as planned or could be enhanced in the future.*

VIII. Reflections:

This section presents the insights, realizations, and lessons learned throughout the implementation of the project, training application, or innovation. It highlights the implementer's professional growth, responsiveness to challenges, and commitment to continuous improvement.

- What went well during the implementation?
- What challenges helped you grow as a leader or implementer?
- How did your actions affect learners, teachers, or stakeholders?
- What did you learn about yourself, your leadership, or your context?
- What will you do differently in the future?

Declaration:

I hereby declare the information provided in this application is true and correct to the best of my knowledge.
I agree that the Department of Education (DepEd) to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Prepared by:	Signature	Date

NAME OF PROGRAM
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Workplace Application Accomplishment Report

(Name and Position of Proponent)		

Validated by:	Signature	Date
(Name and Position of Mentor)		
(ASDS)		

Approved by:	Signature	Date
(Name and Position of Immediate Supervisor)		