



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

11 DEC 2025

DIVISION MEMORANDUM

No. 768, s. 2025

PRESENTATION OF THE ANNUAL IMPLEMENTATION PLAN (AIP) SY 2025-2026, WORK AND FINANCIAL PLAN (WFP) FY 2026, PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FY 2026, AND ANNUAL PROCUREMENT PLAN (APP) FY 2026

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
Education Program Supervisors
School Heads/OICs (All Public Schools)
All Others Concerned

1. To ensure the alignment of the Annual Implementation Plan (AIP) SY 2025-2026, Work and Financial Plan (WFP) FY 2026, Project Procurement Management Plan (PPMP) FY 2026, and Annual Procurement Plan (APP) FY 2026, this Office instructs the School Heads to present the said plans on December 15, 2025, during the 7th Division Management Committee Meeting (ManCom) at Elijah Hotel, Molino Paliparan, Brgy. Salawag, Dasmaringas City, Cavite.
2. School Heads are requested to upload the scanned copies of their schools' signed School Improvement Plan (SIP) SY 2025-2028 and Annual Implementation Plan (AIP) SY 2025-2026 and soft copies of their Work and Financial Plan (WFP) FY 2026, Project Procurement Management Plan (PPMP) FY 2026, and Annual Procurement Plan (APP) FY 2026 on or before 1:00 PM of December 12, 2025 at <https://tinyurl.com/SchoolPlanningDocs2026> .
3. Templates for the Work and Financial Plan (WFP) FY 2026, Project Procurement Management Plan (PPMP) FY 2026, and Annual Procurement Plan (APP) FY 2026 are also available on the said link.
4. Each School Head is given 15 minutes (including the set-up and transition) to present his or her school plans and the assigned Evaluation Team is given five (5) minutes to give inputs. See Enclosure No. 1 for the Presentation Template.
5. See Enclosure No. 2 for the Evaluation Teams and Schools to be Evaluated.
6. See Enclosure No. 3 for the Tool for Evaluating the Alignment of the School Improvement Plan (SIP), Annual Implementation Plan (AIP), Work and Financial Plan



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



(WFP), Project Procurement Management Plan (PPMP), and Annual Procurement Plan (APP).

7. For inquiries and clarifications, please contact Ivan Honorpette A. Mijares, Education Program Supervisor/OIC, SGOD, at 09150870679.

8. Immediate and widest dissemination of this Memorandum is earnestly desired.



HOMER N. MENDOZA

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

Encl.: As stated

Reference: None

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

SCHOOLS
MONITORING AND EVALUATION

sgod/iham/12-09-2025

Enclosure No. 1 to Division Memorandum No. 768, s. 2025**PRESENTATION TEMPLATE**

Slide 1	Priority Improvement Areas Name of School: Name of School Head:						
Slide 2 (may add additional slides)	BEDP Pillar	Priority Improvement Areas	Project	Activities	Resources Needed	Amount	Source of Fund
	Access						
Slide (may add additional slides)	BEDP Pillar	Priority Improvement Areas	Project	Activities	Resources Needed	Amount	Source of Fund
	Equity						
Slide (may add additional slides)	BEDP Pillar	Priority Improvement Areas	Project	Activities	Resources Needed	Amount	Source of Fund
	Quality						
Slide (may add additional slides)	BEDP Pillar	Priority Improvement Areas	Project	Activities	Resources Needed	Amount	Source of Fund
	Resilience and Well-being						
Slide (may add additional slides)	BEDP Pillar	Priority Improvement Areas	Project	Activities	Resources Needed	Amount	Source of Fund
	Enabling Mechanisms-Governance						
Slide (may add additional slides)	Annual Implementation Plan (AIP) SY 2025-2026						
Slide (may add additional slides)	Work and Financial Plan (WFP) FY 2026						
Slide (may add additional slides)	Project Procurement Management Plan (PPMP) FY 2026						
Slide (may add additional slides)	Annual Procurement Plan (APP) FY 2026						

Enclosure No. 2 to Division Memorandum No. 768, s. 2025

Evaluation Teams and Schools to be Evaluated

Team 1	Team 2	Team 3	Team 4
Marciano V. Valles (Team Leader)	Rochelle S. Balete (Team Leader)	Ivan Honorpette A. Mijares (Team Leader)	Jenielyn A. Sadang (Team Leader)
Jona B. Ramos (Vice Team Leader)	Precila E. Custodio (Vice Team Leader)	Riza C. Garcia (Vice Team Leader)	Josephus Perseus B. Banaag (Vice Team Leader)
Maria Luisa F. Candelaria	Joseph R. Carreon	Florence V. Descallar	Ricardo R. David III
Leah J. Guillang	June Bence L. Adelan	Marilou P. Bronzi	Ruby B. Heramia
Naamah C. Mambalos			
Schools to be Evaluated	Schools to be Evaluated	Schools to be Evaluated	Schools to be Evaluated
1. Alapan I ES 2. Carsadang Bago ES 3. Cayetano Topacio ES 4. Estanislao Villanueva ES 5. Gov DM. Camerino IS 6. Tinabunan ES 7. Toclong ES 8. Gen. Emilio Aguinaldo NHS 9. Gen. Juan Castaneda SHS	1. Anastacio Advicula ES 2. Buhay na Tubig ES 3. BNTES-Maharlika Annex 4. Imus Pilot ES 5. Palico ES 6. Pasong Buaya II ES 7. Pasong Buaya III ES 8. Tanzang Luma ES 9. Gen. Licerio Topacio NHS 10. Gov. Juanito Reyes Remulla SHS	1. Alapan II ES 2. Hipolito Saquilayan NHS 3. Anabu I ES 4. Bayan Luma I ES 5. Bayan Luma II ES 6. Bukandala ES 7. Francisca Tirona Benitez IS 8. Malagasang I ES 9. Gen. Tomas Mascardo NHS 10. Gen. Pantaleon Garcia SHS	1. Anabu II ES 2. City of Imus IS 3. Malagasang II ES 4. Malagasang III ES 5. Pasong Buaya I ES 6. Pasong Santol ES 7. PSES - Golden City Annex 8. Imus NHS 9. Gen. Flaviano Yengko SHS

Enclosure No. 3 to Division Memorandum No. 768, s. 2025

Tool for Evaluating the Alignment of the School Improvement Plan (SIP), Annual Implementation Plan (AIP), Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP), and Annual Procurement Plan (APP)

School: _____
School Head: _____

School ID: _____
Cluster: _____

Directions: Please complete the evaluation tool by placing a check mark (✓) in the appropriate column based on the documents submitted and presented. Use the 'Remarks' section to indicate any required actions, areas for improvement, and other observations that support your findings.

Requirement	Evident	Not Evident	Remarks
1. The Annual Implementation Plan (AIP) included school improvement projects and activities that address the Priority Improvement Areas (PIAs) of the school and the schools division for access, equity, quality, resilience and well-being and enabling mechanisms-governance as reflected in the School Improvement Plan (SIP).			
2. The Work and Financial Plan (WFP) indicated activities included in the AIP relative to the school improvement projects that address the Priority Improvement Areas (PIAs) of the school for access, equity, quality, resilience and well-being and enabling mechanisms-governance as reflected in the School Improvement Plan (SIP).			
3. The total amount indicated in the Work and Financial Plan (WFP) was in accordance with the FY 2026 National Expenditure Program (NEP).			
4. The Work and Financial Plan (WFP) adhered to the prescribed format.			
5. The Work and Financial Plan (WFP) contained the duly authorized signatories.			
6. The Project Procurement Management Plan (PPMP) indicated projects and activities included in the			

<p>AIP relative to the school improvement projects that address the Priority Improvement Areas (PIAs) of the school for access, equity, quality, resilience and well-being and enabling mechanisms-governance as reflected in the School Improvement Plan (SIP).</p>			
<p>7. The Project Procurement Management Plan (PPMP) adhered to the prescribed format.</p>			
<p>8. The Project Procurement Management Plan (PPMP) contained the duly authorized signatories.</p>			
<p>9. The Project Procurement Management Plan (PPMP) indicated the specifications of the items to be procured.</p>			
<p>10. The Annual Procurement Plan (APP) reflected the items listed in the PPMP.</p>			
<p>11. The Annual Procurement Plan (APP) adhered to the prescribed format.</p>			
<p>12. The Annual Procurement Plan (APP) contained the duly authorized signatories.</p>			
<p>13. The same total amount were reflected in the PPMP, APP, and WFP.</p>			

Finding/s:

Recommendation/s:

Name of Evaluators:

(Signature Over Printed Name)

(Signature Over Printed Name)

(Signature Over Printed Name)

(Signature Over Printed Name)

(Signature Over Printed Name)

Conforme:

Name of School Head:

(Signature Over Printed Name)