



Republic of the Philippines
Department of Education
Negros Island Region
DIVISION OF SAGAY CITY

JUL 24, 2025

DIVISION MEMORANDUM

No. **436**, s. 2025

**CRAFTING OF THE SCHOOL'S ANNUAL IMPLEMENTATION PLAN / WORK &
FINANCIAL PLAN CY 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Republic Act No. 9155 on the Governance of Basic Education Act of 2001, which empowers schools to undertake institutional planning, and in line with DepEd Order No. 24, s. 2022, titled "Adoption of the Basic Education Development Plan 2030," this Division shall conduct a **Division Workshop on the Crafting of the School Annual Implementation Plan (AIP) and Work and Financial Plan (WFP)** for Calendar Year 2026 on July 30 to August 2, 2025. The venue shall be announced through a separate memorandum.
2. This activity aims:
 - a) to provide the School Heads with an avenue for re-evaluating priorities and plans previously implemented through internal and external situational analysis (target versus actual accomplishments);
 - b) to identify interventions that will make the delivery of education services more responsive, efficient, and relevant for CY 2026; and
 - c) to align the Division framework, targets & goals with the National goal and the Key Results Areas (KRA) – Office Performance Commitment & Review Form (OPCRF) of the schools.
3. The following documents and equipment must be brought by the participants to the venue:
 - a. Latest data on NAT – G3, G6, G7;
 - b. Summative Test Results & Periodical Test Results per learning areas- 2021-2024;
 - c. Reading & Numeracy data/levels – current data;
 - d. SMEA/ PIRPA report (soft copy only) for the last 2 years. (2024-2025) of the school as the basis of the discussion for the situational analysis;
 - e. CY 2025 AIP (for reference);
 - f. Updated and filled up School Community Data Template (SCD Template- Annex 1A); Annex 3, 4, 9 and the Revised Planning Form 2025
 - g. EBEIS Enrolment Data (current and the last 2 years);
 - h. Key Performance Indicators (per 4 Pillars);
 - i. Laptop & Extension Cord, printer – one (1) per district, bond paper;
 - j. Multi-media projector – one (1) per district for the review & validation;
4. Participants to this activity are the Asst. Schools Division Superintendent, CID & SGOD Chiefs, Education Supervisor in SGOD, Public Schools District Supervisors, Public Elementary, and Secondary School Heads, Division Accountant, Planning Officer III, Nurse II, and members of the Program Management Team. See attached list of participants.



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5. Focus of the AIP/WFP 2026 will be the Intermediate Outcomes (5-Pillars) such as Access, Equity, Quality, Learner's Resiliency & Well-Being, and the Enabling Mechanism-Governance, reflected in the Basic Education Development Plan (BEDP) 2030.
6. The review, appraisal, validation, and checking of the budget allocation per programs, projects, and activities reflected in the proposed AIP/WFP 2026 will be headed by the District Supervisors, assisted by the Division Planning Team. Please secure a copy of the 2026 NEP-MOOE from the Budget Unit for your guidance and budgetary allocation, if available.
7. Registration fee of Php 6,600.00 for the board & lodging, training materials and transportation expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
8. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such assessment on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
9. Widest and immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
OIC Schools Division Superintendent

Encl: as stated
References: RA 9155; DO No 24,s.2022
Allotment: 1-4
To be indicated in the Perpetual Index under the following subjects

ANNUAL IMPLEMENTATION PLAN PLANNING



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Enclosure #1

Participants for the CY 2026 Crafting of AIP & WFP

No.	Name	School	District
1	Adraneda, Elizabeth	J.B.Puey Sr. ES	
2	Baja, Joseph	Tuong ES	
3	Fuentesfina, Genelyn	AEMES-SOF	
4	Lamason, Lolybeth L.	Gen. Luna ES	
5	Ardo, Lilibeth A.	Cesar Gamboa ES	
6	Lumayno, Heidi	Lopez Jaena ES	
7	Minor, Lindon L.	Ma. Lopez ES	
8	Iglesia, Marites	R.Tupas ES& SESCO Annes	
9	Jumayao, Isidora D.	Josebio Gonza ES	
10	Saratobias, Flordeliza	RGamboa ES	
11	Aguipo Jr., Mansueto	Maquiling ES-Crossing Bago	
12	Tablan, Dinah	Bato Central ES	
13	Juanico, Julius G.	Uychiat ES	
14	Bauden, Renato P.	Plaridel	
15	Lopez, Ramelo	Macamilco ES	
16	Batiller, Reggie A.	Campo Himoga-an	
17	Baluado, Edmar L.	Manara ES	
18	Pedelo, Glenn	Vito ES	
19	Parcon, Rosena B.	Josebio Gonzaga Ext.ES	
20	Cubio, Ma. Eunice P.	Matabas ES	
21	Magno, Ruel	Molocaboc II ES	
22	Modelo, Christine	AEMES	
23	Solivio, Dennis	EliaT.Canoy-Esperancilla ES	
24	Martorilla, Rey	Campo Santiago ES	
25	Alberio, Roy	Filomeno Pascual ES	
26	Santillan, Jaypee	Suyac ES	
27	Lacuesta, Marianne	Talusan ES	
28	Cabillon, Ma. Fe	Old Sagay ES	
29	Rublico, Haide	PR-11 ES	
30	Natan, Joe Arvy S.	PR-1 ES	
31	Flores, Roberto Jr.	Onofre de la Paz ES	
32	Sanchez, Renante	Maquiling ES	
33	Osal, Noemi	ShermanHill IS	
34	Villaceran, Brian B.	Raynor Mesa ES	
35	Flores, Regielee C.	Laon ES	
36	Gansan, Juliet	Baviera ES	
37	Belacas, Leonora	RTHalipa ES	
38	Tapia, Alquiver T.	RVAgustin ES	
39	Plaza, Rosielyn S.	Pacol ES	
40	Logatiman, Nenita	Briones-Salcedo ES	
41	Craus., Araceli A	Fabrica ES	
42	Alvarez, Ryan C.	Hautea ES	
43	Malundo, Ronel S.	V.Analucas ES	
44	Jonota, Andrea D.	GLES	



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45	Donasco, Jerson F.	Jesus Lizares NHS	
46	Borce, Menalyn G.	Sewahon NHS	
47	Cegayle, April Joy P.	Patricio Baviera NHS	
48	Delenia, Rosalie D.	Bato NHS	
49	Villaceran, Tisa L.	Melchor D. Salcedo ES	
50	Zaragoza, Jerry C.	SCFS	
51	Montano, Willyn D.	HBIS	
52	Basas, Roberto A. Jr.	Sir Arthur Cooper ES	
53	Sanipa, Ronnie Boy M.	B. Mahilum ES	
54	Ortega, Jocelyn	Molocaboc IS	
55	Florendo, Bernie N.	SV Aguilar IS	
56	Lamason, Alexander	Colonia Divina IS	
57	Villar, Amie Rose	Colonia Divina IS	
58	Lagoyo, Rene Boy L.	Old Sagay NHS	
59	Lobaton, Jessa	Vito NHS	
60	Sumugat, Joegie D.	Bulanon FS & Onofre Ext.	
61	Tayoba, Al	Sagay Eco-Zone FS	
62	Digno, Freddie B.	Sagay NHS	
63	Encabo, Rene M.	Eusebio Lopez Memorial IS	
64	Opena , Lito P.	Cpo. Bago NHS	
65	Jadioc, Juvi Ann J.	Trinidad Lopez De Gonzaga NHS	
66	Esmalla, Jona A.	Sagay City Senior HS	
67	Yap, Lodie L.	B. Rodriguez ES	
68	Arellano, Eleazar M.	Bulanon ES	
69	Magno, Ruel E.	Molocaboc IS	
70	Vidal, Jade -AO	Sagay NHS	
71	De Los Reyes, Lassy-AO	Bulanon Farm School	
72	Manale, Jonel		
73	Flores, Glendame		
74	Tan, Glenda		
75	Buhayan, Analie		
76	Aquino, Benito		
77	Bautista, Benjie		
78	Lo, Eleanor		
79	Radan, Gina		
80	Rubin, Richard		
81	Gamboa, Marilyn		
82	Labangco, Brenda Dina C.		
83	Nurse		
84	Div. Accountant		
85	ASDS/Chiefs-SGOD& CID		
86	M & E / HRTD rep.		
	... NOTHING FOLLOWS...		

Prepared by:

Araceli A. Craus, PhD
SEPS-Planning & Research

ACTIVITY SHEET

Enclosure # 2

Day 1 (July 30, 2025)	ACTIVITIES	Day 2 (July 31, 2026)	ACTIVITIES	Day 3 (Aug. 1, 2025)	ACTIVITIES	Day 4 (Aug. 2, 2025)	ACTIVITIES
5:00-6:30 am	Assembly Time DepEd-Sagay City	7:00-7:30 am	Unfreezing /Morning Rituals	7:00-7:30 am	Unfreezing /Morning Rituals	7:00-7:30 am	Unfreezing /Morning Rituals
6:30am- 8:00 am 8:00 am. -9:00 am 9:00 am-12:00 noon	Travel Time Billeting & Breakfast (Plenary) Overview of Write shop & Levelling of Expectation SWOT Analysis - Accomplishments AIP-2025	8:30-12:00 am	(Plenary) What to do about it? <ul style="list-style-type: none"> Review & Adjustment of School's Strategic Focus - 5 PILLARS Writing/Crafting of Strategic Objective 	8:00-10:00 am 10:00-12:00 am	(Break-away) Cont. of crafting of AIP/WFP 2026	8:00-12:00	(Break-away) Presentation of AIP/WFP 2026 per cluster to the panel
12:00-1:00 pm	Lunch	12:00-1:00 pm	Lunch	12:00-1:00 pm	Lunch	12:00-1:00 pm	Lunch
1:00 – 6:00 pm	(Plenary) Where are we now? <ul style="list-style-type: none"> High & low: PIs Past Interventions Adjustments/Goal for CY 2026 Risk Management Strategic & Operational Objective 	1:00-6:00 pm	What to do about it ? <ul style="list-style-type: none"> Crafting of AIP/WFP CY 2026 including Analysis of Risk Strategies; Stakeholder's Engagement Plan 	1:00-6:00 pm	(Plenary) <ul style="list-style-type: none"> Review of the Accounting Cycle & Guidelines (Break-away) <ul style="list-style-type: none"> Presentation of AIP/WFP 2026 per cluster to the panel 	1:00 – 3:00 Pm	Collection of output – CY AIP/WFP & 2025 Accomplishment Report Ways forward Closing Program
6:00-6:30 pm	DINNER	6:30- 7:00 pm	DINNER	6:30—7:00 pm	DINNER		Homeward Bound
6:30 – 8:00pm	Optional –writing of the output	7:00- 9:00 pm	Optional – writing of the output	Optional –writing of the output	Socials		
Facilitators: G. Flores, A. Craus, Dinah Tablan, J. Rebusquillo All PSDSs- Chair: District Planning Team			Lead Office: SGOD-Planning & Research Unit.				