



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

September 05, 2025

**DIVISION MEMORANDUM**  
No. 539, s. 2025

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 436, S. 2025  
RE: CRAFTING OF THE SCHOOL'S ANNUAL IMPLEMENTATION PLAN (AIP) AND  
WORK AND FINANCIAL PLAN (WFP)**

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. Relative to Division Memorandum No. 436, s. 2025 titled "**Crafting of the School's Annual Implementation Plan (AIP) and Work and Financial Plan (WFP)**", this Office issues the following addendum and corrigendum:

Original List	New	Remarks
Freddie Digno ( SNHS )	Vladimir Katalbas, Jr.	Mr. Digno waived for he is retiring on January 2026
Rene Encabo ( ELMIS )	Alexander Lamason	Mr. Lamason is from CDIS (non-IUS) and transferred to ELMIS (IUS) there is a need to change the recording of financial transaction
Rosalie Delenia ( Bato NHS)	Jeramae Mahilum	Ms. Delenia is on official travel in Baguio City
	Joanne Ledesma	<i>New participant</i> ; Requested by Mr. Lamason to assist in the crafting of ELMIS - AIP/WFP 2026
	Erlinda T. Pabuaya	<i>New participant</i> ; Requested by Mr. Sumugat to assist in the crafting of Bulanon Farm School - Onofre Extension - AIP-WFP

2. Expenses of the additional participants are chargeable against Local Funds on a live out basis subject to the usual accounting and auditing rules and regulations. All other provisions stipulated in Division Memorandum No. 436, s. 2025, shall remain in full force and effect.

3. Widest and immediate dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**  
Asst. Schools Division Superintendent  
Officer-in Charge  
Office of the Schools Division Superintendent