



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

November 7, 2025

**DIVISION MEMORANDUM**

No. 696, s. 2025

**RAPID APPRAISAL AND BUDGET DELIBERATION OF CY 2026 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. In reference 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 informs the field of the second phase of the process the rapid appraisal of the proposed Plan and the conduct of budget deliberation. This activity aims to ensure that the adoption of Program, Projects, and Activities (PPAs) as interventions to address gaps in key performance indicators is thoroughly discussed, rationalized, and aligned with the Operational Plan and Results Framework - Key Result Areas (OPCRF-KRA) of the School Heads.

2. The following are the scheduled date of the deliberation:

District	Scheduled Date	Venue
Sagay 1	November <del>24-26</del> , 2025	J.B. Puey Sr. ES
Sagay 2	December 5-6, 2025	MLES Library
Sagay 3	November 20-21, 2025	Bato Central ES
Sagay 4	November <del>24-26</del> , 2025	Vito ES
Sagay 5	November <del>13-14</del> , 2025	Old Sagay ES
Sagay 6	November 17-19, 2025	Lopez Jaena ES
Sagay 7	November 27-28, 2025	GLES
Sagay 8	December 8-10, 2025	Bato NHS
Sagay 9	December 1-4, 2025	ELMIS
Sagay 10	December 8 - 10, 2025	Sagay NHS

3. Expected participants to this activity are the School Heads together with their respective District Supervisors, Division Accountant/Budget Officer, SEPS for Planning & Research, Planning Officer 111, and PSDS Glendame E. Flores, PhD. *Please note that proxies are not allowed to participate in the deliberation of the plan.* It is encouraged that prior to the deliberation of the proposed CY 2026 AIP/WFP, a school-level discussion be conducted with the School Planning Team to ensure proper alignment and consensus.

4. The following documents shall be submitted one (1) copy only on the day of the deliberation. Moreover, participants are advised to keep soft copies of the said documents on their respective laptops for prompt correction or revision, if necessary:

- CY 2026 AIP/WFP
- NEP 2026
- Contextualized Planning Form 2025 ( per PILLAR & per KRA )
- Approved CY 2025 AIP/WFP for reference
- SIP Annex Form 4 ( Identified Priority Improvement Areas for CY 2026)







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5. Expenses for meals and transportation for participants will be charged to the school's MOOE in accordance with standard auditing rules and regulations.
6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such partnership 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.
7. Widest and immediate dissemination of this Memorandum is desired.

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




Enclosure : N/A  
Reference : DM#436,s.2025  
Allotment : 1-4  
No. of Pages : 1  
To be indicate in the **Perpetual Index** under the following subjects:

ANNUAL IMPLEMENTATION PLAN

PLANNING

WORK & FINANCIAL PLAN



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