



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

09 Sep 2025

DIVISION MEMORANDUM

No. 297, s. 2025

**PLANNING WORKSHOP ON THE CRAFTING OF THE ENHANCED SCHOOL
IMPROVEMENT PLAN (E-SIP) AND DEVELOPMENT OF THE ANNUAL
IMPLEMENTATION PLAN (AIP) -WORK AND FINANCIAL PLAN**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors (PSDS)
Public Elementary and Secondary School Heads
Unit Heads
All Others Concerned

1. In Support of the Department of Education's commitment to participatory, data-driven, and results-based planning, the School Division Office, through the Schools Governance and Operations Division shall conduct a Planning Workshop on the Crafting of the Enhanced School Improvement Plan (E-SIP) and the Development of the Annual Implementation Plan (AIP) with corresponding Work and Financial Plan (WFP) for Schools and Division Personnel on September 23–25, 2025.
2. This planning workshop is anchored on:
 - DepEd Order No. 44, s. 2015 - Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC);
 - RA 9155 – Governance and Basic Education Act of 2001;
 - DepEd Order No. 21 s. 2019 – Policy Guidelines on the K to 12 Basic Education Program;
 - And the Basic Education Development Plan (BEDP) 20230.
3. The above-stated policies mandate the regular review and updating of the E-SIP and AIP to ensure that plans remain responsive, results-oriented, and aligned with the Division Education Development Plan (DEDP), Regional Education Development Plan (REDP), and BEDP 2030.
4. The workshop aims to:
 - Review and assess the current E-SIP, AIP-WFP using contextual realities;
 - Align plans with DEDP, REDP, and BEDP 2030;
 - Craft E-SIP and Develop the Annual Implementation Plan (AIP) – Work and Financial Plan (WFP);



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- Promote shared accountability and evidence-based decision-making at the school level.

5. The Workshop Flow and Activities are as follows:

SESSION 1: *September 23, 2025, 8:00 AM – 5:00 PM*

- **Provision of Necessary Inputs for Crafting Enhanced School Improvement Plans (E-SIPs) for SY 2025-2028 (8:00 AM – 12:00 NN.)**
- **Provision clear and comprehensive directions for the development of the Annual Implementation Plan-Work and Financial Plan (AIP-WFP),** ensuring its strategic alignment with the Division Education Development Plan (DEDP), the Regional Education Development Plan (REDP), and the Basic Education Development Plan (BEDP) 2030. **(1:00 PM – 4:00 PM.)**

Participants: School Principals, Assistant School Principals II, PSDS's

Facilitator: *ASDS Rosalin S. Muli EdD, CESO VI*

Venue: Gabaldon Building

SESSION 2: *September 24, 2025, 8:00 AM – 5:00 PM*

- **Presentation of school best practices in organizing the following key agenda items related to the crafting of the Enhanced School Improvement Plan (E-SIP) and the development of the Annual Implementation Plan-Work and Financial Plan (AIP-WFP):**

1. SWOT Analysis
2. Identifying Priority Improvement Areas (PIA)
3. Identifying Goals, Strategies, Interventions, and Outputs
4. Setting of Performance Targets
5. Mid-Year Performance Evaluation and Assessment (2025: Enhanced SIP for SY 2025-2028)
6. Three-Year Financial Plan (AIP-Work Financial Plan)
7. Crafting Monitoring and Evaluation (M&E) Plan
8. Risk Management
9. Communication Plan

Presentation of E-SIP and AIP-WFP Templates



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Participants: Principals, Assistant school Principals II, PSDS's, Division Chief Education Supervisors and Unit Heads

Presenter: *Marilou Q. Castro, Planning Officer*

Venue: Gabaldon Building

- **Development of the Division Personnel's Individual Annual Implementation Plan – Work and Financial Plan for FY 2026**, highlighting alignment with the Division Education Development Plan (DEDP), Regional Education Development Plan (REDP), and the Basic Education Development Plan (BEDP) 2030

Participants: Division Personnel

Facilitators: *Chief Education Supervisors and Unit Heads of the Respective Functional Divisions*

Venue: Respective Offices of Concerned Participants

SESSION 3: *September 25, 2025, 8:00 AM – 5:00 PM*

- **Crafting of Enhanced School Improvement Plan (E-SIP) SY 2025–2028 and Development of the Annual Implementation Plan (AIP) – Work and Financial Plan (WFP) for FY 2026.**

Participants: School Principals and Assistant School Principals II

Facilitator: *ASDS Rosalin S. Muli EdD, CESO VI with the Public Schools District Supervisors*

Venue: Gabaldon Building

- **Development of Division Personnel's Individual Annual Implementation Plans – Work and Financial Plan for FY 2026**

Participants: Division Personnel

Facilitators: *Chief Education Supervisors and Unit Heads of the Respective Functional Divisions*

Venue: Respective Offices of Concerned Participants



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6. The submission of the crafted E-SIPs and the developed AIPs-WFPs for SY 2025–2026 of the schools and functional divisions for FY 2026 is on **September 30, 2025**.
7. Conduct of presentation and critiquing sessions to ensure alignment with the DEDP, REDP, and BEDP 2030, and to validate the budget allocation is on **October 2&7, 2025**.

Participants: School Principals and Assistant School Principals II, Planning Officer, Budget Officer, Accountant, Public Schools District Supervisors, Chief Education Supervisors, Assistant Schools Division Superintendent, and Schools Division Superintendent

Venue: Gabaldon Building

8. Expenses incurred during this activity shall be charged to the Division MOOE for the division personnel, School MOOE for the school principals, or other available funds, subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this memorandum is directed.

Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

References: DepEd Order No. 44, s. 2015
DepEd Order No. 83, s. 2012
DepEd Order No. 21 s. 2019
Basic Education Development Plan (BEDP) 20230

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

WORKSHOP SCHOOL HEADS

MQC/Planning- SGOD/September 9, 2025



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