



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

10 Jan 2025

DIVISION MEMORANDUM

No. **010** , s. 2025

ONLINE ORIENTATION ON THE PREPARATION OF THE SCHOOL IMPROVEMENT PLAN 2026-2028 AND SCHOOL PROCUREMENT PROCESS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. To guide all public elementary and secondary schools in developing school-level strategic goals aligned with the Department of Education's vision and emerging priorities and to comply with the mandate of DepEd Order No. 44, s. 2025 titled **Guidelines on the Enhanced School Improvement Plan (SIP) Process and the School Report Card**, the School Governance and Operations Division - Planning and Research Section (SGOD-PRS) will conduct an **Online Orientation on the Preparation of SIP 2026-2028 and School Procurement Process** on the following schedules:

Schedule	Municipality	Participant
January 15, 2025 9:00 a.m. - 4:00 p.m.	Glan	School Heads, Administrative Officers, Administrative Assistants/ Bookkeepers
January 16, 2025 9:00 a.m. - 4:00 p.m.	Malapatan Maasim	
January 17, 2025 9:00 a.m. - 4:00 p.m.	Alabel	
January 20, 2025 9:00 a.m. - 4:00 p.m.	Malungon	
January 21, 2025 9:00 a.m. - 4:00 p.m.	Kiamba Maitum	

2. After the orientation, all schools are expected to submit the following documents to the Planning and Research Section within the given timeframe:

Name of Document	Timeframe
Project Procurement Management Plan (PPMP)	February 3-7, 2025
Annual Procurement Plan (APP)	
Work and Financial Plan (WFP)	
School Improvement Plan (SIP)	April 21-25, 2025
School Report Card (SRC)	
Project Monitoring Report Forma	

3. The templates for the documents mentioned above can be found in the SGOD-PRS Facebook Group. Submissions must adhere to the format outlined below.



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a. Content Format:

Font style: Bookman Old Style	Font size: 11	Paper size: Long
Folder size: Long	Bound: Spiral for SIP, other documents must be fastened in a folder	
Note: The prescribed school header, footer, and proper pagination must be observed.		

b. Color Coding of folders

Municipality	Color
Glan	Red
Malapatan	White
Alabel	Yellow
Malungon	Green
Maasim	Orange
Kiamba	Blue
Maitum	Maroon

- For inquiries, contact Mr. Felipe B. Tuyogon Jr. at 09229763957.
- Widest dissemination of and strict compliance with this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

FORMS
ORIENTATIONS
PROCUREMENT
REPORTS

FBTJ/SGOD-PRS/DM – online orientation on the preparation of the school improvement plan 2026-2028 and school procurement process
0052/10 January 2025