



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

14 Jul 2025

**DIVISION MEMORANDUM**

No. **109** , s. 2025

**TIMELINE ON THE SUBMISSION OF VARIOUS SCHOOL PLANNING AND  
PROCUREMENT DOCUMENTS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, Education Program Supervisors  
Public Schools District Supervisors, District Principal In-Charge  
Schools Heads of Both Elementary and Secondary Schools  
Other Concerned  
This Division

1. For the efficient and effective implementation of school-based program, project and activities for the School Year 2025- 2026, the School Governance and Operations Division- Planning and Research Section announces the Timeline on the Submission of Various School Planning and Procurement Documents for review as follows;

Name of Document	Date of Coverage/ Implementation	Deadline	Remarks
E-copy of Enhanced School Improvement Plan	2026- 2028	June 30, 2025	Submission per District send the G-drive link to felipe.tuyogon@deped.gov.ph
Notarized School Forms 4&7	June	July 31, 2025	
Government Elementary School Profile (GESP) / Government Secondary School Profile (GSPP)	SY 2024-2025	July 31, 2025	
Activity Design/ Learning and Development Design/ Program of Works	3 <sup>rd</sup> Quarter (July-Sept)	September 15, 2025	
	4 <sup>th</sup> Quarter (Oct-Dec)	November 17, 2025	
Activity Request (offline)	Monthly	Every 15 <sup>th</sup> of the month	If possible, submit earlier for the remaining months
	Bi-monthly (Sept-Oct Nov-Dec)	August 15/ October	



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		15	
	Quarterly (Oct-Dec)	September 15, 2025	
Annual Implementation Plan (AIP)	January- December 2026	October 31, 2025	Submit 1 set hard copy following the previous year formatting  Submit e- copy to felipe.tuyogon @deped.gov.ph
School Operating Budget (SOB)			
Work and Financial Plan (WFP)			
Project Procurement Monitoring Plan (PPMP)			
School PhilGEPS Account		December 29, 2025	Submit hard copy

2. Templates for AIP, SOB, WFP and PPMP can be accessed through the link [https://bit.ly/SIP\\_2026-2028Templates](https://bit.ly/SIP_2026-2028Templates) and QR Code:



3. All expenses relative to the conduct of this activity are chargeable against school MOOE/ local funds subject to usual accounting and auditing procedure.
4. For inquiries, contact Felipe B. Tuyogon, Jr. at 09229763957.
5. For your information and guidance.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

**REPORTS**

AAD/SGOD/DM – timeline on the submission of various school planning and procurement documents  
0614/July 14, 2025



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone No.:** (083) 508-2039  
**Website:** [www.depedsarangani.com](http://www.depedsarangani.com)  
**Email Address:** [sarangani@deped.gov.ph](mailto:sarangani@deped.gov.ph)