



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

06 Feb 2026

DIVISION MEMORANDUM

No. **015**, s. 2026

**REITERATION ON THE SUBMISSION OF PROGRAM, PROJECTS AND ACTIVITY
DESIGNS, PROGRAM OF WORKS, LEARNING AND DEVELOPMENT DESIGN**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, education Program Supervisors
Public Schools District Supervisors, District Principal In-Charge
Schools Heads of Selected School
Other Concerned
This Division

1. Relative to DepEd Order 08, s. 2019 entitled Revised Guidelines on the Direct release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses particularly on Section IV. 4.1 which states ... to fund activities as identified in the approved School Improvement Plan for implementation in the current year and as specifically determined in the Annual Implementation.
2. The Schools Governance and Operations Division- Planning and Research Section directs all public schools including Implementing Units to submit their 2026 Program, Projects, Activity Designs: Program of Works, Learning and Development Design for review, checking and logging.
3. This is to foster alignment in the implementation of different school PPAs as indicated in the approved SIP/AIP from all sources (MOOE, IGP, Canteen Fund, PTA contribution, LGU, NGO among others). Also, no funds shall be disbursed from the said sources unless eligible, and there is an approved activity design.
4. Documents must be submitted in two (2) original sets with complete attachments using the prescribed template, with tabbing in the signatory portion and footnote after the last signatory.
5. The deadline of submission is two (2) to three (3) months before the actual schedule of the implementation PPAs. Late submission of the designs will



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submit a notarized justification letter approved by the Schools Division Superintendent.

6. For inquiries, contact Felipe B. Tuyogon, Jr. at felipe.tuyogon@deped.gov.ph.
7. For your information and guidance.

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:

PROCEDURES
RULES AND REGULATIONS

Adriano A. Daligdig/SGOD/DM – reiteration on the submission of program, projects and activity designs,
program of works, learning and development design
0103/February 6, 2026