



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

09 Feb 2026

**DIVISION MEMORANDUM**

No. **018** , s. 2026

**2026 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 Selected School  
Other Concerned  
This Division

1. In line with the Division thrust for effective and efficient implementation of various schools' programs, projects and activities and to expedite the process in reviewing and approval of various school planning and procurement documents, the School Governance and Operations Division Planning and Research Section directs all schools to strictly follow the timeline of submission of following documents as follows.

<b>Name of Document</b>	<b>Coverage</b>	<b>Deadline of Submission</b>	<b>Remarks/ Additional Requirements</b>
Activity Request- Offline	Monthly	every 3rd week of the month	Schools may submit a whole year Activity Request.  Indicate name of activity in the name of activities requested row based on SIP/AIP
	Bi-monthly	Every last week of the 1 <sup>st</sup> month	
	Quarterly	Every 1 <sup>st</sup> week of the 2 <sup>nd</sup> month	
Activity Design/ Learning Design/ Program of Works  (All sources of fund- MOOE, PTA, IGP, Canteen, Contribution,	January- December	Two to three months before the conduct of the activity	Attached photocopy with initials from PRS staff and page number. Highlight the portion of 2026 AIP where the activity is indicated  Indicate footnote (name of proponent, name of activity,



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LGU, NGO etc.)			source of fund and amount) on the signature page regardless of if it exceeds to 3 pages or not.
School Report Card (e-copy; e-signature)	SY 2025-2026	May 29, 2026	Soft copy email to: <a href="mailto:felipe.tuyogon@deped.gov.ph">felipe.tuyogon@deped.gov.ph</a> File name: School_SRC2026
Project Monitoring Report Form (e-copy; e-signature)	Based on AIP 2025	June 30, 2026	Soft copy email to: <a href="mailto:felipe.tuyogon@deped.gov.ph">felipe.tuyogon@deped.gov.ph</a> File name: School_PMRF2025
Annual Implementation Plan, School Operating Budget, Project Procurement Management Plan, Annual Procurement Plan, Work and Financial Plan (AIP, SOB, PPMP, APP, WFP) hard and soft copy- Final draft	Calendar Year 2027	August 30, 2026	Submit one set hard copy only. Font size: 10; Font style: Bookman Old Style Observed pagination and previous guide on formatting and packaging of reports. Soft copy email to: <a href="mailto:felipe.tuyogon@deped.gov.ph">felipe.tuyogon@deped.gov.ph</a> File name: School_AIPetc2027

2. Very late submission of the above-mentioned documents will submit a notarized justification letter address to the Schools Division Superintendent.
3. For inquiries, contact Felipe B. Tuyogon, Jr. at [felipe.tuyogon@deped.gov.ph](mailto:felipe.tuyogon@deped.gov.ph).
4. For your information and guidance.

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

Encl.: N o n e



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Reference: N o n e

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

PROCEDURES  
RULES AND REGULATIONS

Adriano A. Daligdig/SGOD/DM – 2026 timeline on the submission of various school  
planning and procurement documents

0117/February 9, 2026



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