



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

October 20, 2021

DIVISION MEMORANDUM

No. 230, s. 2021

**DIVISION PLANNING CONFERENCE ON ANNUAL IMPLEMENTATION
PLAN (AIP) PREPARATION CY 2022**

To: Assistant Schools Division Superintendents
CID/ SGOD Chiefs
Public Schools District Supervisors/Education Program Supervisors
Public Elementary/ Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 44, s. 2015, Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC) the policy aims to strengthen School-Based Management (SBM) by further devolving the governance of education to schools, empowering school teams and personnel, expanding community participation and involvement, and making the delivery of education services to the learners more responsive, efficient, and effective through an enhanced school planning and communication processes. Thus, this Office shall conduct a Division Planning Conference on Annual Implementation Plan (AIP) Preparation for Calendar Year 2022 on November 23 – 25, 2021 via Microsoft Teams.
2. The planning conference aims to:
 - a. Review of the School's Office Performance Commitment Review Form (OPCRF) SY 2021 - 2022 and Basic Education Learning Continuity Operational Plan (BELCOP) SY 2021 – 2022,
 - b. Discuss and prepare the AIP and Budget Planning CY 2022,
 - c. Prepare the school's budget efficiently according to the priority programs, projects, and activities for CY 2022, and
 - d. Strengthen the commitment and dedication of all concerned in the accomplishment of school's programs, projects, and activities.
3. The participants to this activity are education program supervisors, public school district supervisors, elementary and secondary school heads, and select personnel from the SGOD.
4. It is expected that all participants observe the following Netiquettes.

Before Meeting

- a. Observe good grooming and dress appropriately during virtual conference meeting.
- b. Observe the actual virtual time. Participants should attend the virtual conference at least Five (5) minutes before the scheduled online meeting to ensure efficient connectivity and audio/video set-up.



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- c. Choose an appropriate meeting area which is free from background distractions and disruptions. If possible, try to isolate yourself and set up a desk with a notebook and pen ready.

During Meeting

- a. Mute microphones during the presentation of agenda. During the Open Forum, you may send a message at the chat pane and should wait for the moderator to read the message to be addressed/answered.
 - b. Give your focused and full attention to the online meeting. Eating and other unnecessary actions should be avoided. Focusing on the screen is a good way to show the presenters that you are attentive. Avoid side conversations with others via other means of communication.
 - c. Participate fully by being actively engaged in the online meeting by listening to the one speaking, sharing your thoughts and ideas when needed and taking down important notes.
5. Enclosure No. 1 is the Planning Matrix for reference.
 6. The SDO shall strictly observe and adhere with IATF minimum health protocols on Omnibus Guidelines in the implementation of Community Quarantine.
 7. All expenses incurred in the conduct of this activity shall be charged against Division INSET fund subject to usual accounting and auditing rules and regulations.
 8. Immediate dissemination of this Memorandum is desired.

ZENIA G. MOSTOLES, Ed.D. CESO V
Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. 230, s. 2021

**Division Planning Conference on Annual Implementation
 Plan (AIP) Preparation CY 2022
 November 23 – 25, 2021**

Day 1: November 23, 2021		
Time	Activities	Focal Person Responsible
1:00- 1:30	Preliminaries: <ul style="list-style-type: none"> • National Anthem • Opening Prayer • DepEd Mission and Vision • Quality Policy Statement • Bulacan March • Laging Handa • Checking of Attendance • Planning Reminders/Netiquettes 	Work Committee
	Welcome Remarks	Rowena T. Quaimbao, CESE Assistant Schools Division Superintendent
	Inspirational Message	Zenia G. Mostoles, Ed.D., CESO V Schools Division Superintendent
	Statement of the Purpose	Jay-Arr Tayao EPS, SGOD
1:30 – 2:00	Review of the SDO Division Education Development Plan (DEDP)	Cecilia S. Custodio, PhD. Chief EPS, SGOD
2:00 – 2:30	Review of the SDO BELCOP	Gregorio C. Quinto, Jr., EdD. Chief EPS, CID
2:30 – 3:30	Review of the School's OPCRF SY 2021 - 2022	Cesar V. Valondo Principal IV, Balagtas National Agricultural High School
3:30 – 4:30	Review of the School's BELCOP SY 2021 - 2022	Charito N. Laggui, PhD. Principal IV, Guiguinto Central School
4:30 – 5:00	Open Forum/Closing Activity	
Day 2: November 24, 2021		
1:00 – 1:30	Preliminaries	
1:30 – 3:00	Preparation of the AIP and Budget Planning	Anna V. Juliano Miguel M. Cruz Memorial School



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3:00 – 3:30	Open Forum	
3:30 – 5:00	Workshop	
Day 3: November 25, 2021		
1:00 – 1:30	Preliminaries	
1:30 – 4:00	Presentation of Output	
4:00 – 4:30	Open Forum	
4:30 – 5:00	Closing Program	Closing Remarks Cecilia E. Valderama, PhD. Assistant Schools Division Superintendent



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