



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

September 12, 2024

DIVISION MEMORANDUM

No. 388 s. 2024

REVIEW OF SCHOOL IMPROVEMENT PLAN (SIP) 2022 - 2028 AND TARGET SETTING FOR FY 2025 IN PREPARATION FOR THE ANNUAL IMPLEMENTATION PLAN OF ELEMENTARY AND SECONDARY SCHOOLS

To: Assistant Schools Division Superintendents
 Division Chiefs
 Division Education Program Supervisors
 Public Schools District Supervisors
 Elementary School Heads/Head Teachers/TICs/OICs
 Secondary School Heads/Assistant Principals/Head Teachers
 All Others Concerned

1. The Schools Division of Bulacan recognizes the significant role of seamless educational planning in setting the stage for the success of the schools' education programs for BULAKENYO learners. As such, there is a need to leverage the engagement of educational leaders and focal persons of the schools by coming together to revisit the planned activities for CY 2025 in the School Improvement Plan (SIP), and to review the corresponding financial targets against the Maintenance and Other Operating Expenses (MOOE). In line with this, to ensure that budget proposals for the PPAs of the schools are responsive to their flagship programs, and DepEd MATATAG agenda, and responsibly translate the school's educational programs into financial resource plans, the Schools Division of Bulacan shall conduct Review of the SIP 2022 – 2028 and Target Setting in preparation for the Annual Implementation Plan AIP CY 2025 on the following schedules:

Level	Date	Venue	Participants
Elementary	September 26 – 27, 2024	Day 1 - Hiyas ng Bulacan Pavilion Day 2 – Jesus is Lord Colleges Foundation, Inc. Bocaue, Bulacan	Top Management Division Chiefs PSDSs Elem School Heads Budget Officer Division Accountant Training Staff/TWG (EPS II – HRD and SMME)
Secondary	September 18-20, 2024	TBA	Top Management Division Chiefs DEPSs Sec Sch Heads/Assistant Principals Budget Officer Division Accountant Training Staff/TWG (EPS II – HRD and SMME)

2. The activity will feature the school leaders to synchronize, align, and finalize the CY 2025 annual implementation plan and budget proposals that will further expand



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access to quality and relevant basic education and support their flagship program and the DepEd MATATAG agenda. Specifically, this activity aims to:

- a. Revisit and review the planned activities and financial targets set for CY 2025 in the SIP and MATATAG commitment;
 - b. Present and review the proposed programs, projects and activities (PPAs) to be included in the CY 2025 budget allocation;
 - c. Discuss and finalize the budget allocations of PPAs; and
 - d. Finalize the CY 2025 Project Procurement Management Plan.
3. The Program Flow of this activity is as follows as reference.

Day 1

Session 1: Revisiting and Review of the SIP 2022 – 2028, and MATATAG Commitment

Session 2: Presentation of the SDO Targets for FY 2025

Workshop 1: Discussion by districts on prioritization of PPAs

Workshop 2: Alignment of PPAs and financial targets for CY 2025

Day 2:

Workshop 3: Preparation of the Strategic Directions (AIP and PPMP, Work and Financial Plan)

Ways Forward

Day 3: (For Secondary Group only)

Presentation of outputs

4. All participants are expected to bring a copy of their SIP 2022 – 2028, AIP FY 2024, and other documents needed for the preparation of schools' AIP FY 2025 and other supporting documents.
5. A registration fee from the participants shall be collected as follows. Transportation/travel expenses shall be charged to MOOE/school local funds subject to the usual accounting and auditing rules and regulations.

Level	Registration Fee	Charged to
Elem	P705.00 Note: Actual cost per participants is P1,200.00, the P705.00 shall be collected as registration fee, PESPA Fund shall be utilized to cover other expenses	MOOE/School Local Fund PESPA Fund
Sec	P5,200.00	MOOE/School Local Fund
SDO Personnel	1,200.00 (Elem) + 5,200.00 (Sec)	SDO MOOE

6. Participants shall directly pay and secure their Official Receipt to the office of the division cashier on or before September 16, 2024, for the secondary group and on or before September 23, 2024, for the elementary group.
7. This Memorandum shall serve as the travel authority of all participants.



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8. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat the spread of any infectious diseases.
9. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent