



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

October 10, 2025

**DIVISION MEMORANDUM**

No. 502, s. 2025

**SECONDARY SCHOOL HEAD'S STRATEGIC PLANNING FOR SCHOOL  
IMPROVEMENT, PPA IMPLEMENTATION AND FISCAL MANAGEMENT**

To: Chief Education Supervisors  
Public Schools District Supervisors  
Secondary School Heads  
All Others Concerned

1. In line with the Department of Education's thrust to strengthen School-Based Management (SBM) and ensure that all school plans are aligned with the Division's 5-Point Reform Agenda and the BULAKENYO Frameworks, the Schools Division Office of Bulacan, through the Bulacan Public Secondary School Heads Association (BPSSHA), shall conduct a Planning Activity for all Secondary School Heads on October 14–15, 2025 at Shepherd's Palace Garden and Resort, Candaba, Pampanga.
2. The two-day planning activity aims to:
  - Revisit and update existing School Improvement Plans (SIPs) and Annual Implementation Plans (AIPs) to ensure responsiveness to learners' diverse needs;
  - Integrate Division flagship programs and innovation projects into school plans for greater impact;
  - Enhance the capacity of school heads in strategic and participatory planning; and
  - Synchronize school priorities with the Division's 5-Point Agenda and BULAKENYO Frameworks for unified implementation across all secondary schools.
3. A registration fee of Three Thousand Two Hundred Pesos (₱3,200.00) shall be charged to each participant to cover expenses for meals and snacks, venue rental, accommodation, and other incidental expenses. The same shall be chargeable against MOOE and/or other local funds, subject to the usual accounting and auditing rules and regulations.
4. The Program Matrix and Technical Working Group (TWG) assignments for the said activity are provided in Annex A and Annex B, respectively.
5. All participants are enjoined to attend punctually and actively participate in all sessions. Travel expenses and other allowable costs shall likewise be chargeable

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against school MOOE or local funds, subject to existing accounting and auditing rules and regulations.

6. Immediate and wide dissemination of this Memorandum is desired.



**CECILIA E. VALDERAMA, PhD**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: As stated

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10-10-2025



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**MATRIX OF ACTIVITIES**

**Secondary School Head's Strategic Planning for School Improvement, PPA  
Implementation and Fiscal Management**

**Dates: October 14-15, 2025**

**Venue: Shepherd's Palace Garden and Resort  
Candaba, Pampanga**

**Day 1- October 14, 2025**

<b>Time</b>	<b>Activity</b>	<b>Person/ Groups In-Charge/ Facilitator/ Speaker</b>
7:30-8:00	Registration (Online Registration)	Secretariat Registration Committee
8:00-9:00	Opening Program	Eddis 1 & 2
9:00 10:30	Leading with Integrity: Sustaining Ethical Values in Bulacan Schools	Maria Celina L. Vega, CESO VI Assistant Schools Division Superintendent
10:00 -10:20	Health Break	
10:20-12:00	Presentation of Revised OPCRF anchored on 5 Point Reform Agenda and BULAKENYO FRAMEWORK	Dr. Rainelda M. Blanco Chief, School Governance Operations Division
12:00-1:00	LUNCH BREAK	
1:00-3:00	Revisiting of SIP 2022-2028 and Preparation of AIP FY 2026 and other documents	Paulo Eduardo C. Cruz, Jr Maribel S. Perez Alvin V. Suriben
3:00-4:00	Group Sharing and Feedback	Dr. Charito N. Laggui Dr. Dante Liongson PSDSs In-Charge Secondary
4:00-5:00	Accomplishment Report Election of BPSSHA Officers	BPSSHA officers  ELECOM





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**Day 2- October 15, 2025**

<b>Time</b>	<b>Activity</b>	<b>Person/ Groups In-Charge/ Facilitator/ Speaker</b>
7:30-8:00	MOL	Eddis 3& 4
8:00-9:30	Presentation of Finalized SIP and AIP per EDDIS	Eddis 5 (Group Representatives)
9:30-9:50	Health Break	
9:50-11:20	Presentation of Finalized SIP and AIP per EDDIS	Eddis 3 (Group Representatives)
11:20-12:00	Critiquing Session	Virgilio Laggui, Ph.D EPS- Araling Panlipunan Rep. from Top Management
12:00-1:00	LUNCH BREAK	
1:00-2:30	Presentation of Finalized SIP and AIP per EDDIS	Eddis 3 & 6 (Group Representatives)
2:30-3:30	Consolidation of Outputs and Technical Assistance	EPSs/PSDs
3:30-4:30	Crafting of Commitment and Next Steps	BPSSHA Planning Team
4:30-5:00	Closing Program/ Distribution of Certificates Acknowledgements Home Sweet Home	Eddis 6 EPS/PSDss Caretakers of Eddis 1 -6



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**TECHNICAL WORKING GROUPS (TWGs)**

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Over-all Chairperson	Nancylita C. Cubol, PhD
Co-Chairperson	Marciano V. Cruz
Program and Invitation	Chair: Kharyz D.C Maninang Members: Ace Miranda Eliseo C.dela Cruz Eduardo Manas Raniel Lazaro
Secretariat, Registration, Certification and Documentation Committee	Chair: Maria Lourdes L. Ramos Members: Francisca Salvador Ma. Regina M. Lopez
Workshop and Technical Assistance Committee	Chair: Emmanuel V. Dionisio Members: Dr. Rico Paulo G.Tolentino EPSs Caretakers of Eddis 1-6
Logistic, Food and Venue Committee	Chair: Nancylita C. Cubol, PhD Members: Marissa O. Ramos Ma. Lourdes C. Valondo
Finance and Budget Committee	Chair: Loida G. Rillera Members: Emarutchie Gonzales Nerissa Bernardo
Evaluation and Monitoring Committee	Chair: Neri L. Dizon Members: Rosauo A. Villanueva, PhD Marciano V. Cruz Cesar P. Valondo
Election Committee	Chair: Ceanceno M. Espiritu, PhD Member: Antonina D. Santos