



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 267, s.2020

April 30, 2020

REMINDERS ON THE PREPARATION AND SUBMISSION OF ANNUAL IMPLEMENTATION PLAN (AIP) FOR YEAR 2, ANNUAL PROCUREMENT PLAN (APP) AND PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR YEAR 2020

To: Assistant Schools Division Superintendent
Division Budget Officer
Division SBM Coordinator
Division SBM Co-Focal Person
PSDS District Focal Persons
School Heads of Public Elementary and Secondary Schools
All Others Concerned

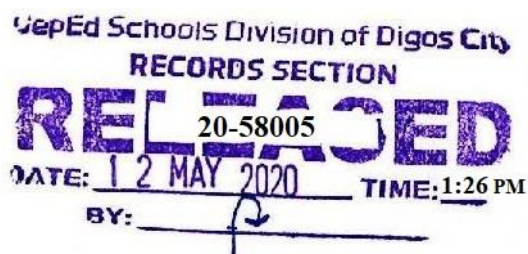
1. Governance of Basic Education Act of 2011 or RA 9155 entrusts to the school heads the authority, accountability, and responsibility in developing school education program and school improvement plan. In addition, the School Improvement Plan (SIP) is to be formulated in collaboration with the community comprising the School Planning Team as stipulated in DepEd Order No. 44, s. 2015 entitled *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*. The School Improvement Plan is further to be translated annually into Annual Implementation Plan (SIP).
2. Schools are hereby directed to finalize the Annual Implementation Plan (AIP) for Year 2 covering January to December 2020 and the 1st quarter of 2021, as well as the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (PPMP) for 2020. Stipulations of previously released unnumbered regional memorandum dated April 25, 2020 on Utilization of School MOOE to Implement Measures in Preparing and Responding to the COVID-19 Threats are expected to be incorporated in the schools' AIP, PPMP and APP.
3. The Division SBM Coordinator and Division SBM Co-Focal Person together with the PSDS District Focal Persons are expected to have already started providing technical assistance to the school heads via online platforms on the preparation of herein mentioned documents.
4. The Annual Implementation Plan is to be prepared by the School Planning Team, to be reviewed by the PSDS District Focal Persons or the Division SBM Coordinator, recommended for acceptance by the Assistant Schools Division Superintendent.



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Superintendent and to be accepted by the Schools Division Superintendent. Based on the agreement between the PSDS District Focal Persons and Division SBM Coordinator, the schools enumerated below are those whose AIP, APP and PPMP shall be reviewed by the Division SBM Coordinator, while those not mentioned are to be reviewed by their respective PSDS District Focal Persons:

- a. Damnas Elementary School
 - b. Dulangan Elementary School
 - c. Ramon Magsaysay Central Elementary School
 - d. Remedios Saplala Elementary School
 - e. Necencio Isidro Elementary School
 - f. Goma National High School
 - g. Ruparan National High School- Junior High School
 - h. Ruparan National High School- Senior High School
5. The Annual Procurement Plan (APP) of non-implementing units is to be prepared by the School BAC Chairperson, noted by the School Head, certified as to budget by the Division Budget Officer, recommended for approval by the Assistant Schools Division Superintendent, and approved by the Schools Division Superintendent. The Project Procurement Management Plan (PPMP) shall be prepared by the School Project Team and to be noted by the School Head.
6. The school heads are further instructed to email their APP to the Division Budget Officer through the Division Records Section via digos.city@deped.gov.ph for certification as to budget, and once certified, the Division Budget Officer shall affix her electronic signature and shall email back the APP to the school heads through the same email address.
7. The school heads then shall email their AIP and APP (signed by the Budget Officer) through the Division Records Section via the email address mentioned above to the PSDS District Focal Person or Division SBM Coordinator who shall then affix their electronic signature after reviewing such documents as to alignment, feasibility and comprehensiveness. After signing the AIP and APP, the PSDS District Focal Persons or the Division SBM Coordinator shall email the documents to the Assistant Schools Division Superintendent through the Records Section via email address mentioned earlier for recommendation for approval on or before **May 8, 2020**. When the AIP and APP have been signed by the ASDS, these shall be emailed to the Division Records Section whose personnel shall then email said documents to the Schools Division Superintendent for acceptance and approval.
8. The AIP and APP that are signed by the Schools Division Superintendent shall be forwarded through email to the respective schools, copy furnish the respective PSDS District Focal Persons and the Division SBM Coordinator by the Division Records Section.
9. For guidance and compliance.



CRISTY C. EPE

Schools Division Superintendent

