



Republic of the Philippines  
**Department of Education**

REGION XIII – CARAGA  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



September 25, 2020

**DIVISION MEMORANDUM**

No. 170, s. 2020

**SUBMISSION OF FY 2021 SIP, AIP, WFP, APP & PPMP for School and Division Office Implementers**

TO: Assistant Schools Division Superintendent  
Schools Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
School Heads and Principals  
This Division

1. Factoring in Department Order No. 60, s. 2016, i.e. policy guidelines for the adoption and utilization of the Financial Management Operations Manual (FMOM), Department Order No. 44, s. 2015, i.e., guidelines on the enhanced school improvement planning process and the school report card, Republic Act No. 9155, i.e., strengthening school-based management (SBM), DO no. 15 s,2020 i.e., Supplementary Guidelines on Managing School MOOE to support BE-LCP in time of Covid-19 Pandemic, and Republic Act No. 9184, i.e., providing for the modernization, standardization and regulation of the procurement activities of the government and for other purposes, it is therefore of current and illimitable exigency that school and office administrators be bent on being able to incorporate these two components evenly over one another. Such even incorporation simply means aligning fiscal content across all aforementioned school plans.
2. In pursuance thereof, this Schools Division Office, facilitated by the Finance Section hereby requires all School Principal/Heads and SDO PAP Coordinators & Section Heads to submit the following budgetary documents for FY 2021 Programs, Project and Activities to wit:
  - a. School Improvement Plan (SIP)
  - b. Annual Implementation Plan (AIP)
  - c. Expenditure Matrix (Work and Financial Plan)
  - d. Annual Procurement Plan (APP)
  - e. Project Procurement Management Plan (PPMP)
3. Being in the state of pandemic, it is deemed impossible to hold workshop for the said requirements in a huge crowd and therefore, all are advised to make their plans at their respective stations vis-à-vis to school/division program coordinator and school principal/division chiefs. Hence, priority projects, programs and

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activities must be strictly observed and comprehensively incorporated in your individual plans (DepEd Order No. 15 s. 2020).

4. Pursuant to Executive Order No. 91, s. 2019 dated September 9, 2019 re: Adopting the Cash Budgeting System, submitted Work and Financial Plan will be the basis for the Monthly Cash Program or NCA comprehensive releases for FY 2021.
5. Thus, **approved** SIP, AIP, Expenditure Matrix (WFP), APP and PPMP shall be submitted (in soft & hard copy) **on or before November 6, 2020** to the Budget Office.
6. For more information and queries, please contact **Ms. Krisna Bess D. Edera**, division Budget Officer through mobile number 09985445468 and/or email at krisnabess.edera@deped.gov.ph.
7. Immediate and wide dissemination of this Order is desired.

  
**KAREN L. GALANIDA, PhD, CESO V**  
Schools Division Superintendent

Reference:

Department Order No. 60, s. 2016, DepEd Order No. 15 s. 2020  
RA 9184, RA 9155

To be indicated in the Perpetual Index under the following subjects:  
PLANNING      FUNDS UTILIZATION      FINANCIAL MANAGEMENT

klg/rsb 09.25.2020

