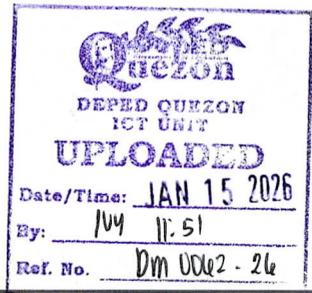




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 January 2026

**DIVISION MEMORANDUM**  
DM No. 0062, s. 2026

**MONITORING OF THE SCHOOL INNOVATION AND IMPROVEMENT  
FUND (SIIF) UTILIZATION**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
SIIF-Recipient Schools  
All Others Concerned

1. Pursuant to the **Regional Unnumbered Memorandum** dated January 05, 2026, titled Field Operations on the Utilization of the School Innovation and Improvement Fund (SIIF), this Office informs all concerned SIIF-recipient schools of the scheduled monitoring of SIIF utilization to be conducted by Regional Office officials, in coordination with Division officials, on **February 10-13, 2026**.
2. Attached as **Enclosure** is the list of SIIF-recipient schools that shall be covered during the said monitoring period.
3. Each Division Monitoring Team Leader is advised to directly coordinate and communicate with the concerned schools prior to the scheduled monitoring to provide proper guidance, clarify expectations, and ensure readiness for the activity.
4. For further details and specific guidelines on the conduct of the activity, please refer to the attached Regional Memorandum.
5. Travel and other incidental expenses that may be incurred in the conduct of monitoring by Division officials shall be charged against the Division MOOE, subject to the usual auditing rules and regulations.
6. For wide dissemination and information of all concerned.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

smemgd01/14/2026

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines  
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SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure to DM No. 0042, s. 2026

**Regional And Division Monitoring Officials**

Districts/Schools	Regional Officials	Division Officials
<b>Alabat</b> a. Alabat CES b. Pambilan ES c. CB Encarnado IS	FTAD-Chief Michael Girard R. Alba	SGOD-SEPS Dr. Michelle G. Duma  CID-EPS Dr. Carmen H. Macatugob  Accounting Section Representative  PSDS In-Charge
<b>Perez</b> a. Mainit Norte ES b. Perez CS c. Pinagtubigan ES		
<b>Sampaloc</b> a. Alupay ES b. Sampaloc ES		
<b>Padre Burgos</b> a. Cabuyao ES b. Danlagan ES c. Hinguiwim ES	FTAD-EPS Dr. Eugene S. Adrao	SGOD-EPS Dr. Raul R. Agaran  CID-EPS Mr. Abner L. Pureza  Accounting Section Representative  PSDS In-Charge
<b>Agdangan</b> a. Agdangan CES b. Binagbag ES c. Dayap ES		
<b>Pitogo</b> a. Amontay ES b. Cabulihan ES c. Cawayanin ES		
<b>Plaridel</b> a. Concepcion ES b. Plaridel CS		

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<b>Jomalig</b> a. Bukal ES b. Casuguran ES	FTAD-EPS Dr. Andrea Maybel E. Abrencillo	OIC-ASDS Dr. Aris S. Barrago  Accounting Section Representative  PSDS In-Charge
<b>Patnanungan</b> a. Luod IS b. Amaga ES c. Patnanungan ES d. Tapol ES		

[Nothing follows.]

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Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON



05 January 2026

**Unnumbered Memorandum**

**FIELD OPERATIONS ON THE UTILIZATION OF THE SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF)**

**To: Schools Division Superintendents of Batangas Province, Cavite City, Cavite Province, Laguna Province, and Quezon Province**

1. Pursuant to the principles of transparency, accountability, and efficiency in the management of public funds, DM – OUHROD- OUF -2025-2449<sup>1</sup> and in line with the Department's commitment to effective implementation of school-based innovation and improvement projects, this Office through the Field Technical Assistance Division shall conduct a field operations on the utilization of the SIIF from January 20-23, 27-30, and February 10-13, 2026, to ensure transparency and accountability in the management and reporting of SIIF resources through validation of financial records and supporting documents.
2. The activity aims to:
  - a. assess compliance of recipient schools with existing SIIF guidelines, policies, and approved project proposals;
  - b. validate the proper utilization of SIIF funds in accordance with the approved work and financial plans (WFPs), timelines, and intended project outcomes;
  - c. monitor the progress and implementation status of SIIF-funded innovation and improvement projects through on-site observation and document review.
3. The monitoring team from the SDO shall be composed of the ASDS or SGOD Chief, a representative from the Finance/Accounting Office, M and E Focal Person (SBM Coordinator), and the Public Schools District Supervisor. The list of monitoring officials from the Regional Office and their schedule of visits is attached herewith.
4. Travel and other related expenses relative to the conduct of this activity will be charged against the regional funds while the SDO shall be charged against their local funds, subject to the usual accounting and auditing rules and regulations.

<sup>1</sup> General Process Flow for the Monitoring of the Physical Accomplishment and Budget Utilization of the School Innovation and Improvement Fund (SIIF) For Fiscal Year (FY) 2025



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5. For inquiry, kindly contact Chief Michael Girard R. Alba of the Field Technical Assistance Division via email [michael.alba@deped.gov.ph](mailto:michael.alba@deped.gov.ph) or through mobile number at 09913842394.
6. Immediate dissemination and strict compliance with this Memorandum are highly desired.

  
ATTY. ALBERTO T. ESCOBARTE, CESO II  
 Regional Director

04/ROF2

**FIELD OPERATIONS ON THE UTILIZATION OF THE SCHOOL INNOVATION  
AND IMPROVEMENT FUND (SIIF)**

<b>SDO</b>	<b>NAME OF SCHOOLS</b>	<b>MUNICIPALITY</b>	<b>DATE</b>	<b>MONITORING OFFICIALS</b>
<b>CAVITE PROVINCE</b>	Bailen ES	General Emilio Aguinaldo	January 20, 2026	<b>CHIEF MICHAEL GIRARD R. ALBA</b>
	Castanos ES			
	Dao ES		January 21, 2026	
	Guyong-Guyong ES			
	Kabulusan ES			
	Kaymisas ES		January 22, 2026	
	Kaypaaba ES			
	Lumipa ES		January 23, 2026	
	Narvaez ES			
Tabora ES				
<b>CAVITE CITY</b>	Garita ES	CAVITE	January 27, 2026	<b>CHIEF MICHAEL GIRARD R. ALBA</b>
	Julian R. Felipe ES			
	Porta Vaga ES		January 28, 2026	
	Sangley ES			
	Ladislao Diwa ES			
	Ovidio S. Dela Rosa ES		January 29, 2026	
	Bagumbayan ES			
	Dalahican ES		January 30, 2026	
	Estansuela ES			
	Manuel S. Rojas ES			
<b>LAGUNA PROVINCE</b>	E. W. De Vela ES	MABITAC	January 20, 2026	<b>DR. EUGENIO S. ADRAO</b>
	Mabitac ES			
	Nanguma ES	Sleep- Mabitac	January 21, 2026	
	Eugenia Games Olarte Reyes ES	MABITAC		
	Matalatala ES			
	Numero ES	(Sleep-Famy)	January 22, 2026	
	Famy ES	FAMY		
	Mayatba ES	(Sleep-Famy)	January 23, 2026	
	Minayutan ES			
	Fedil V. Regulacion ES	FAMY	January 27, 2026	
	Ibaba ES	PAETE		
	Paete ES	(Sleep-Luisiana)	January 28, 2026	
	Quinale ES			
	Bonifacio	LUISIANA		
	Luisiana CES	LUISIANA	January 29, 2026	
	San Antonio ES			
San Salvador ES				
San Rafael-San Roque ES	LUISIANA	January 29, 2026		
Antipolo Sulsuguin ES	RIZAL			

	Pook ES	(Sleep-Rizal)			
	Rizal ES	RIZAL	January 30, 2026		
<b>BATANGAS PROVINCE</b>	Alitagtag CS	ALITAGTAG	January 20, 2026	<b>DR. ANDREA MABEL E. ABRENCILLO</b>	
	Dalipit ES				
	Munlawin ES	(Sleep)			
	Pinagkurusang ES	ALITAGTAG	January 21, 2026		
	Burol ES	SANTA			
	Calumala ES	TERESITA (Sleep)			
	Jorge M. Atienza ES	SANTA TERESITA	January 22, 2026		
	Salimsim ES				
	Abelo ES	SAN NICOLAS (Sleep)			
	Hipit ES	SAN NICOLAS	January 23, 2026		
	Bancoro				
	Balete CS	BALETE	January 27, 2026		
	Looc ES				
	Malabanan	(Sleep)			
	Emilia L. Malabanan IS	BALETE	January 28, 2026  Travel to Tingloy		
	Banalo ES	TINGLOY	January 29, 2026		
	Corona ES				
	Gamaw ES				
Tingloy CS	TINGLOY	January 30, 2026  Travel back to RO			
<b>QUEZON</b>	Morning- Travel time	ALABAT	February 10, 2026	<b>CHIEF MICHAEL GIRARD R. ALBA</b>	
	Alabat CES				
	Pambilang ES	ALABAT	February 11, 2026		
	CB Encarnado IS	(Travel to Perez)			
	Mainit Norte ES	PEREZ	February 12, 2026		
	Perez CS				
	Pinagtubigan ES				
	Alupay ES	SAMPALOC	February 13, 2026		
	Sampaloc ES		Travel back to RO		
	Cabuyao ES	PADRE BURGOS	February 10, 2026		<b>DR. EUGENIO S. ADRAO</b>
	Danlagan ES	BURGOS			
	Hinguiwin ES	(Sleep)			
Agdangan CES	AGDANGAN	February 11, 2026			
Binagbag ES					

Dayap ES	(Sleep)		<b>DR. ANDREA MABEL E. ABRENCILLO</b>
Amontay ES	PITOGO	February 12, 2026	
Cabuihan ES			
Cawayanin ES	(Sleep)		
Conception ES	PLARIDEL	February 13, 2026	
Plaridel CS	(Travel back to RO)		
Travel time to Jomalig	JOMALIG	February 10, 2026	
Jomalig CES	(Sleep)		
Bukal ES	JOMALIG	February 11, 2026	
Casuguran ES			
Gango ES	(Travel to Patnanungan)		
Luod IS	PATNANUNGAN	February 12, 2026	
Amaga ES			
Busdak ES	(Sleep)		
Patnanungan ES	PATNANUNGAN	February 13, 2026	
Tapol ES	(Travel back to RO)		



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON

**MONITORING, VALIDATION, AND TECHNICAL ASSISTANCE TOOL  
 SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF)**

**I. GENERAL INFORMATION**

- **Region / Division:** \_\_\_\_\_
- **School Name:** \_\_\_\_\_
- **School ID:** \_\_\_\_\_
- **School Head:** \_\_\_\_\_
- **SIIF Project Title:** \_\_\_\_\_
- **Project Duration:** \_\_\_\_\_
- **Allocated Budget:** \_\_\_\_\_
- **Amount Utilized:** \_\_\_\_\_
- **Date of Visit:** \_\_\_\_\_
- **Monitoring Team:** \_\_\_\_\_

**II. COMPLIANCE WITH SIIF GUIDELINES AND APPROVED PROPOSAL**

**Objective:** Assess compliance with existing SIIF guidelines, policies, and approved project proposals.

Indicator	Yes	No	Remarks
1. Approved SIIF Project Proposal available	<input type="checkbox"/>	<input type="checkbox"/>	
2. Project implementation aligned with the approved proposal	<input type="checkbox"/>	<input type="checkbox"/>	
3. Compliance with SIIF policies and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
4. Required approvals and resolutions secured	<input type="checkbox"/>	<input type="checkbox"/>	

**III. UTILIZATION OF SIIF FUNDS**

**Objective:** Validate proper utilization of SIIF funds based on the approved Work and Financial Plan (WFP).

Indicator	Yes	No	Remarks
1. Approved WFP available and updated	<input type="checkbox"/>	<input type="checkbox"/>	
2. Expenditures aligned with the approved WFP	<input type="checkbox"/>	<input type="checkbox"/>	
3. Procurement followed existing rules and timelines	<input type="checkbox"/>	<input type="checkbox"/>	
4. Funds utilized for the intended project components	<input type="checkbox"/>	<input type="checkbox"/>	



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#### IV. PROJECT IMPLEMENTATION AND PROGRESS MONITORING

**Objective:** Monitor progress and implementation status through observation and document review.

Indicator	On-going	Completed	Delayed	Remarks
1. Project activities implemented as scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Physical outputs visible during site visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Supporting documents available (photos, reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### V. EFFECTIVENESS AND RELEVANCE OF SIIF INITIATIVES

**Objective:** Evaluate how SIIF-supported initiatives address school needs and improve processes.

Indicator	Highly Effective	Effective	Needs Improvement	Remarks
1. The project addresses the identified school needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Contribution to teaching-learning improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Contribution to school management improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### VI. CHALLENGES, RISKS, AND GAPS

**Objective:** Identify implementation challenges and risks.

Area	Description
1. Implementation Challenges	_____
2. Financial Management Issues	_____
3. Procurement / Timeline Issues	_____
4. Other Risks or Gaps	_____

#### VII. TECHNICAL ASSISTANCE AND SUPPORT PROVIDED

**Objective:** Provide guidance to strengthen fund management and project implementation.

Area of Technical Assistance	Description
1. Fund Management	_____

Area of Technical Assistance	Description
2. Project Implementation	_____
3. Documentation and Reporting	_____
4. Other Support Provided	_____

### VIII. BEST PRACTICES AND INNOVATIONS

**Objective:** Document best practices and strategies for possible scaling or replication.

- **Identified Best Practices / Innovations:**  
\_\_\_\_\_
- **Potential for Replication:**  High  Moderate  Low
- **Remarks:** \_\_\_\_\_

### IX. TRANSPARENCY AND ACCOUNTABILITY

**Objective:** Ensure proper financial management and documentation.

Indicator	Yes	No	Remarks
1. Financial records are complete and updated	<input type="checkbox"/>	<input type="checkbox"/>	
2. Supporting documents available (ORs, contracts)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Financial reports are consistent with expenditures	<input type="checkbox"/>	<input type="checkbox"/>	

### X. OVERALL ASSESSMENT AND RECOMMENDATIONS

- **Overall Assessment:**  
 Satisfactory  Needs Improvement  With Major Concerns
- **Key Recommendations:** \_\_\_\_\_

### XI. Signatures

**School Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Monitoring Team Leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_