



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

January 22, 2021

DIVISION MEMORANDUM
DM No. 023, s. 2021

SUBMISSION OF AIP AND WFP FOR FISCAL YEAR 2021

To: OIC-Assistant Schools Division Superintendents, SGOD Chief, Budget Officer, School Monitoring and Evaluation Program Specialists, Public Schools District Supervisors, Elementary and Secondary School Heads, and Others Concerned

1. In connection with the submission of **Annual Implementation Plan (AIP) for Fiscal Year 2021** by virtue of DepEd Order No. 44, s. 2015 (Guidelines on the Enhanced SIP Process and SRC), and relative to the immediate release of **school MOOE**, this Office requires all elementary and secondary school heads to submit a **soft copy** of their **AIP 2021** together with its corresponding **Work and Financial Plan (WFP)** on **January 25 - 29, 2021**.
2. Please use the **AIP template** which can be downloaded from tinyurl.com/quezonisotemplate >> School Governance and Operations Division folder >> School Monitoring and Evaluation folder >> Internal Forms folder.
3. See attached **WFP template** for Non-Implementing Units (Non-IUs). You may download it from tinyurl.com/WFPnon.
4. To facilitate the online submission and provide control, the SME will give the PSDSs an access to his/her district folder so he/she can also share it to school heads. The PSDS is expected to monitor his/her assigned folder in coordination with the SME, ensuring that all schools have submitted their AIP and WFP. (Alternatively, the PSDS may do a one-time/batch uploading of all schools' AIPs/WFPs.)
5. The school head is advised to label his/her school's folder with the **School ID and School Name** for identification/organization.
6. The folder link will be provided by the SME to the PSDSs through their official group chat.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



ICT UNIT
UPLOADED

Date/Time: 01/25/21 4:25pm

By: Rommel

Ref No.: **DM 023, S. 2021**



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7. The **hard copy** of AIP and WFP shall be submitted on or before **February 1, 2021** to the **District Office** for review of the **District AIP Review Committee (DARC)**.
8. The DARC shall be chaired by the **PSDS**, while its members shall be composed of **four (4) school heads** who are selected based on the following criteria: a) have been a school head for three or more years; b) have attended strategic/operational planning trainings/seminars at the district/division/regional/national level, and c) have relevant experience on School Based Management.
9. The review criteria, including the terms of reference, will be issued on a separate Memorandum.
10. All district-reviewed AIPs/WFPs shall be submitted to the **Division Office** on the scheduled delivery of documents per Congressional District in order to manage effectively the volume of documents being processed.

CONGRESSIONAL DISTRICTS	SCHEDULE
1 & 4	Wednesday & Thursday
2 & 3	Monday & Tuesday

11. The **Records Section** will start accepting submissions of AIPs/WFPs on **February 15, 2021** or earlier, provided that these documents are already reviewed in the District.
12. The last day of submission of documents to the Division Office for approval is on **March 19, 2021**.
13. Failure to submit on the said deadlines (for soft and hard copies) shall mean a letter of explanation addressed to the Schools Division Superintendent.
14. Immediate dissemination of and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA, JR., Ed.D
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

smeord01/22/2021

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AIP Form A

ANNUAL IMPLEMENTATION PLAN (AIP)

FY 2021
(School Name Here)
(District Name Here)

GENERAL ACADEMIC TARGET: _____

GENERAL NON-ACADEMIC TARGET: _____

School Improvement Project Title	Project Objective <small>*Please quantify targets</small>	Output for the Year <small>*Base each output on targets</small>	Activities	Persons Responsible	Schedule/ Venue	Budget Per Activity	Budget Source
I. ACCESS							
II. QUALITY							
III. GOVERNANCE							

(Add more rows as needed.)

Prepared by: _____

Position, School Name

Reviewed by: _____

Public Schools District Supervisor

Noted by: _____

Division SBM Coordinator

Recommending Approval: _____

Assistant Schools Division Superintendent

Approved by: _____

Schools Division Superintendent

DEPEDQUEZON-SGO-SME-04-005-003



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Region : REGION IV-A CALABARZON
 Division: Division of Quezon
 District :
 School: _____

WORK & FINANCIAL PLAN

F. Y. 2021

☐ Elementary
☐ Junior High School Non-IE
☐ Senior High School Non-IE

Program/Project/Activity/ Object of Expenditure	Quarter 1				Quarter 2				Quarter 3				Quarter 4				Annual Total
	JAN	FEB	MARCH	Quarter Total	APR	MAY	JUNE	Quarter Total	JULY	AUG	SEPT	Quarter Total	OCT	NOV	DEC	Quarter Total	
	MONTHLY MOOE : 0																
School ID - School Name																	0
1				0				0				0				0	
2				0				0				0				0	
3				0				0				0				0	
4				0				0				0				0	
5				0				0				0				0	
6				0				0				0				0	
7				0				0				0				0	
8				0				0				0				0	
9				0				0				0				0	
10				0				0				0				0	
11				0				0				0				0	
12				0				0				0				0	
13				0				0				0				0	
14				0				0				0				0	
15				0				0				0				0	
16				0				0				0				0	
17				0				0				0				0	
18				0				0				0				0	
19				0				0				0				0	
*add rows as necessary																	

SUBMITTED BY:

NOTED:

RECOMMENDING APPROVAL:

APPROVED:

School Head
 Date: _____

Public Schools District Supervisor
 Date: _____

ELIZABETH M. DE VILLA
 Chief
 School Governance and Operations Division

ELIAS A. ALICAYA, JR., EDD
 OIC-Schools Division Superintendent