



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



DEPED - QUEZON
ICT UNIT

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13 January 2022

DIVISION MEMORANDUM
DM No. **026**, s. 2022

**INSTRUCTION ON THE SUBMISSION OF THE FINALIZED
AIP AND WFP FOR FISCAL YEAR 2022**

To: OIC-Assistant Schools Division Superintendents
SGOD Chief
Senior Education Program Specialist for Planning and Research
Division Planning Officer
Division Accountant
Accounting Staff in-charge of Liquidation
Public Schools District Supervisors
School Head in-Charge of Governance and Operations
Elementary and Secondary School Heads
All Others Concerned

1. In line with the preparation and finalization of Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) for FY 2022, all School AIPs and WFPs which was supposed to be finalized last December 29, 2022 shall be submitted to the Division/Sub Office as early as **January 17, 2022** until **February 7, 2022**. Early submission is very much appreciated to ensure timely processing of liquidation documents.
2. Two (2) sets of AIP/WFP in two folders shall be prepared in A4 bondpaper. One copy will be forwarded to Accounting Office for reference during the liquidation and another copy will be returned to School after all the signatories signed the documents.
3. For uniformity, the **School Head in-Charge of Governance and Operations (SHiGO)** and **Public Schools District Supervisors** shall countersign under the name of **SGOD Chief Elizabeth De Villa**. Moreover, **SEPS for PAR Gilbert C. Alva** shall appear as **Division SIP/AIP/WFP Coordinator** in the AIP document and **Planning Officer Marbin Jeramil D. Fragata** as **Division SIP/AIP/WFP Coordinator** in the WFP.

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4. After the signed AIP and WFP have been returned to school, school heads are advised to scan (in landscape orientation) and send the scanned documents (in PDF) to the SHiGO.
5. Consolidation of AIP/WFP whether hardcopies or scanned copies shall be facilitated by the **SHiGO** thru his/her staff. The scanned copy shall be sent to **sdo.quezon.planning@deped.gov.ph** using **Email Subject: AIP/WFP 2022_District Name** one week after the receipt of AIP/WFP.
6. Expenses relative to the conduct of finalization of AIP/WFP shall be charged against local fund/MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance to this Memorandum is desired.

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

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