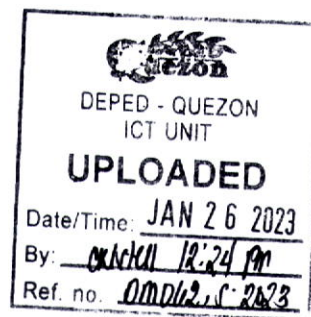




Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



24 January 2023

**DIVISION MEMORANDUM**

**DM No. 062, s. 2023**

**REITERATION ON THE APPROPRIATE USE OF SCHOOL YEAR (SY) AND FISCAL YEAR (FY) ON THE SIP, AIP, PMRF, AND SRC**

**To:** Assistant Schools Division Superintendents  
 Division Chiefs  
 School Heads In-Charge of Governance and Operations  
 Elementary and Secondary School Heads  
 All Others Concerned

1. For consistency and quality assurance purposes, this Office through the School Governance and Operations Division issues this Memorandum to reiterate the appropriate use of the School Year (SY) and the Fiscal Year (FY) on the SIP, AIP, PMRF, and SRC.
2. Kindly refer to the following table for guidance:

| <b>Document</b>            | <b>Abbr.</b> | <b>Description</b>   | <b>Legal Basis</b>  | <b>Use</b>   |
|----------------------------|--------------|--|---|--|
| School Improvement Plan    | SIP          | Development plan prepared once in three years<br><br>Submission period: End of the three-year cycle  | DO 44, s. 2015/<br>SIP Guidebook  | SY<br><br><i>(BoSY-EoSY or school calendar)</i>                                |
| Annual Implementation Plan | AIP          | Operational plan prepared every year within the three-year SIP implementation<br><br>Submission period: End of each year in the three-year cycle | DO 44, s. 2015/<br>SIP Guidebook/<br>SIP Styleguide/<br>OAS-BHROD Memo dated Nov. 27, 2018<br>DO 008, s. 2019 | FY<br><br><i>(Jan-Dec)<br/>plus additional Quarter 1 of the following year</i> |

DEPEDQUEZON-TM-SDS-04-009-003



**“Creating Possibilities, Inspiring Innovations”**

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|                                |      |  |  |  |
|--------------------------------|------|--|--|--|
| Project Monitoring Report Form | PMRF | Progress and accomplishment monitoring tool used by the Project Team/SPT on the middle and end of every year in the SIP; serves as input to SRC<br><br>Submission period:<br>End of school calendar                      | DO 44, s. 2015/<br>SIP Guidebook,<br>p. 28<br>DO 29, s. 2022 | SY<br><br>(BoSY-EoSY or school calendar) |
| School Report Card             | SRC  | Tool for advocating/communicating the school situation, context, and performance to stakeholders; reported to the school twice, and submitted to the SDO once a year<br><br>Submission period:<br>End of school calendar | DO 44, s. 2015/<br>SIP Guidebook,<br>p. 29                   | SY<br><br>(BoSY-EoSY or school calendar) |

3. Previous issuances inconsistent with this Memorandum are hereby repealed.
4. For immediate and wide dissemination.

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

smeord01/24/2023

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