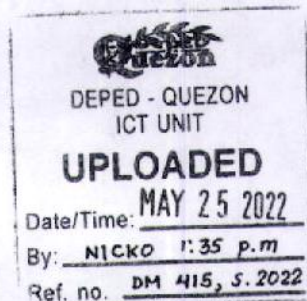




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



19 May 2022

**DIVISION MEMORANDUM**  
DM No. 415, s. 2022

**PLAN ADJUSTMENT ON SCHOOL ANNUAL IMPLEMENTATION PLAN (AIP) AND  
WORK AND FINANCIAL PLAN (WFP)**

**To:** Assistant Schools Division Superintendents  
SGOD Chief  
School Head-in-Charge of Governance and Operations  
Elementary and Secondary School Heads  
All Others Concerned

1. In connection with the implementation of DepEd Order No. 44, s. 2015 as emanated from the Governance of Basic Education Act of 2001 (RA 9155), which empowers the school heads the authority, accountability, and responsibility to develop school education programs and the School Improvement Plan (SIP), School Heads are advised to evaluate their SIP-based Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) and if necessary adjust them based on what is best for the learners they serve as reflected in the SIP.
2. Plan Adjustment is an output of quarterly School Monitoring and Evaluation Plan Adjustment (SMEPA)/Program Implementation Review (PIR). Thus, only those schools who have conducted SMEPA/PIR are allowed to adjust their AIP/WFP. Moreover, the adjusted plans must also be alligned to the school's current SIP.
3. For the AIP/WFP to be approved, the schools are advised to submit the following documents:
  - a. Letter Request addressed to the SDS
  - b. Duly accomplished Document Adjustment Form
  - c. Copy of the old AIP (1 copy, parts adjusted are highlighted)
  - d. Copy of the ADJUSTED AIP (2 copies – Accounting and School Copies)
  - e. Copy of the old WFP(1 copy, parts adjusted are highlighted)
  - f. Copy of the ADJUSTED WFP (2 copies – Accounting and School Copies)

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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Website: www.depedquezon.com.ph



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4. Adjustment of AIP/WFP shall be done every quarter within 10 days after the conduct of SMEPA/PIR as prescribed by DepEd Order NO. 11, s. 2021.
5. Expenses relative to the conduct of Plan Adjustments shall be charged against MOOE subject to the usual accounting and auditing rules and regulations.
6. 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

parmjdf05/20/2022

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**Document Adjustment Form (DAF)**  
(Name of District)

School: \_\_\_\_\_  
Quarter: \_\_\_\_\_

School Head: \_\_\_\_\_  
School Year: \_\_\_\_\_

No. of Pages to Be Adjusted	Inclusive Pages	Major KPI/ Domains	Portions/PPAs to be Adjusted	Reasons for Adjustment (Attach evidence if applicable or cite Legal Basis or Reference)
Remarks:				

Prepared and Certified: \_\_\_\_\_  
School Head

Noted: \_\_\_\_\_  
SGOD Chief

