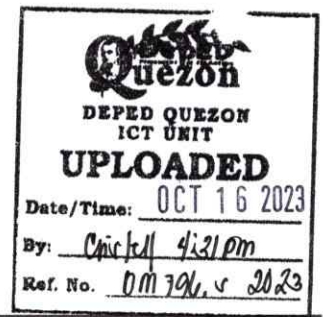




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 October 2023

DIVISION MEMORANDUM

DM No. 796, s. 2023

SUBMISSION OF AIP FOR FISCAL YEAR 2024

To: Assistant Schools Division Superintendents
Division Chiefs
Public School Heads
All Others Concerned

1. In line with the release of the National Expenditure Program, all schools, whether Implementing or Non-Implementing, shall conduct their post-planning activities. The outputs for these activities are the Annual Implementation Plan, Financial Plan, and Monthly Cash Program for 2024.
2. Since the Non-Implementing Unit School Heads have already submitted the hard copies during the Finalization of Plans, a consolidated scanned PDF file of the submitted AIPs shall also be submitted once the hard copies have been returned through sdo.quezon.planning@deped.gov.ph (Email Subject: 2023AIP_District; File Name: 2023AIP_District_School Name).
3. For Implementing Units, hard copies of School AIP 2024 shall be submitted on or before November 10, 2023, while the scanned copy shall be sent to the mentioned email above once the approved AIP has been returned. MOOE in AIP must be tallied with Budget Execution Document 1 (BED1).
4. AIP hard copies (whether supplemental or not) shall be submitted to the Records Section, which will be reviewed by the Planning and Research Section, and be countersigned by the SGOD Chief and ASDs, and shall be approved by the Schools Division Superintendent.
5. In case additional MOOE or other fund sources shall be allocated to schools, supplemental AIPs shall be submitted by the concerned school heads.

DEPEDQUEZON-TM-SDS-04-009-003



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6. Moreover, Minutes of School Planning Team Meetings/Program Implementation Reviews/ DMEPA shall be attached in any adjusted AIP.
7. No other template, regardless of the fund source, shall be used except the AIP used in DepEd Order 8, s. 2019, which can be downloaded through <https://tinyurl.com/AIPDO8-2019>, unless a new template is mandated by a new policy. Old templates will be returned immediately.
8. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Parmjdf10/12/2023

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