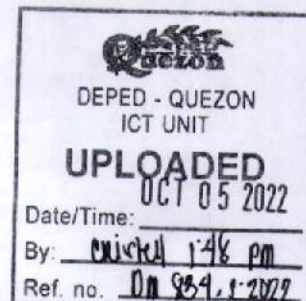




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



03 October 2022

DIVISION MEMORANDUM

DM No. 84, s. 2022

SUBMISSION OF AIP FOR FISCAL YEAR 2023

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads/Chiefs
Elementary and Secondary School Heads
All Others Concerned

1. In line with the Post-Planning Activities conducted last September 19-23, 2022, this Office formalizes the schedule of AIP FY 2023 submission.

Activity	Districts	Date
Submission of AIP Hardcopies (2 copies in A4 sized bond papers in different folders and consolidated by District with different DTS per school)	1st to 4th Districts (except Polillo Group of Islands) non-implementing units.	October 7, 2022
	Non-Implementing Units in Polillo Group of islands	October 14, 2022

**For integrated schools, they may submit their AIP separately (by curricular offering) or mergely provided that the total allocation of MOOE is tallied in both documents.*

2. AIP Hardcopies shall be consolidated by District thru the School Head in-Charge of Governance and Operations or his/her staff and shall be submitted to the Records Section which will be reviewed by the Planning and Research Section and will be counter signed by the SGOD Chief and ASDs and shall be approved by the Schools Division Superintendent.
3. One copy shall be collected by the Accounting Section for liquidation purposes while the other copy shall be returned to the School Heads which later be scanned and be converted into PDF file and shall be consolidated and submitted to **sdo.quezon.planning@deped.gov.ph**.

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



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

4. Submission of Monthly Cash Program which must be tallied with the Total MOOE in the AIP was scheduled last Friday, September 29, 2022 but is extended to be filled up until October 6, 2022. Instruction and links per municipality were given during the post planning activities.
5. The consolidated monthly cash program shall be the basis for the release of Cash Advance in 2023. Thus, needs-based and accountable planning must be done to ensure full-implementation of all PPAs anchored on the Basic Education Development Plan 4 Pillars.
6. For FY 2023, the schools thru the School Planning Team are advised to conduct regular Program Implementation Review. Upon evaluation of PPAs, schools may consider plan adjustment. **Minutes of Meeting and Adjusted AIP** shall be sent to the Division Office following the process flow for AIP hardcopies submission on a quarterly basis or if needs arise.
7. In case that additional MOOE or other fund source shall be allocated to schools, supplemental AIP shall be submitted by the concerned school heads.
8. No other template regardless of fund source shall be used except the AIP used in DepEd Order 8, s. 2019 which can be downloaded thru <https://tinyurl.com/AIPDO8-2019> except that a new template is amended by a new policy. Old templates will be returned immediately.
9. Immediate dissemination of and strict compliance to this Memorandum is desired.

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

Parmjdf10/02/2022

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