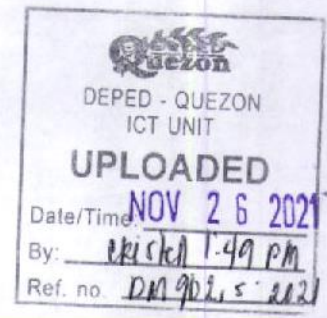




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 November 2021

DIVISION MEMORANDUM

DM No. 902, s. 2021

PREPARATION OF AIP AND WFP FOR FISCAL YEAR 2022

To: OIC-Assistant Schools Division Superintendents
SGOD Chief
CID Chief
Budget Officer III
Planning Officer III
Senior Education Program Specialist for PAR
School Head in-Charge of Governance and Operations
Elementary and Secondary School Heads
All Others Concerned

1. In connection with the submission of **Annual Implementation Plan (AIP) for Fiscal Year 2022** by virtue of DepEd Order No. 44, s. 2015 (Guidelines on the Enhanced SIP Process and SRC) and relative to the release of **school MOOE**, this Office requires all elementary and secondary school heads to prepare their **AIP 2021** together with its corresponding **Work and Financial Plan (WFP)**.
2. Non-Implementing Units (Non-IUs) can get access on the Budget Allocation based on the National Expenditure Program (NEP) upon submission of signed and scanned Statement of Confidentiality Form to marbin.fragata@deped.gov.ph by the School Head in-charge of Governance and Operations (SHiGO).
3. Statement of Confidentiality Form, **WFP template**, and AIP can be downloaded thru <https://tinyurl.com/AIP-WFP-Confidentiality>.
4. Implementing Units (IUs) shall submit their WFP based on URS submitted Budget Execution Documents and AIP thru <https://tinyurl.com/AIP-SIP-forIU>.
5. Validation, finalization, presentation and submission of Non-IUs' AIP/WFP shall be done on limited face to face modality on December 27-29, 2021. A separate Memorandum shall be released pertaining to the other details of this activity.

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

6. Immediate dissemination of end 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

parmjdf11/23/2021

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@depd.gov.ph

Website: www.depedquezon.com.ph