



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City




January 8, 2018

Division Memorandum
No. 07, s. 2018

SUBMISSION OF ANNUAL IMPLEMENTATION PLAN (AIP) YEAR 3

To: Acting Assistant Schools Division Superintendent
Chief, Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary, Secondary and Integrated Schools

1. In compliance with DepEd Order No.44 s. 2015 known as the Guidelines on the Enhanced School Improvement Planning (E-SIP) and Annual Implementation Plan Process, this office reiterates the submission of **Annual Implementation Plan Year 3** following the steps in the enhanced SIP/AIP Cycle.
2. Relative to this, the division sets the deadline for submission of the **Annual Implementation Plan (Year 3) for F.Y. 2018 is set on January 30, 2018** at the SGOD Office. The **AIP Year 3** with corresponding **Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP)** all in **landscape format** should be submitted in three (3) copies using long folder and legal size coupon bond.
3. The submission of the said plans should be in bunch by district with endorsement of the Public Schools District Supervisor/ Principal In-charge of the District for proper recording. A template/ format and list of signatories is downloadable from the Division Website and Capiz Division SBM Coordinators' FB group.
4. To ensure consistency and alignment of programs, projects and activities with the Division Education Development Plan (DEDP), a validating team composed of representatives from SGOD, CID, Budget and Accounting units will be organized to conduct review, assessment and validation of the submitted plans. The schedule of review, assessment and validation will be announced through a separate memorandum.
5. Expenses relative to the conduct of the review, assessment and validation of submitted plans shall be chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

Enclosure: none

Reference: DO No. 44, s. 2015

To be indicated in the Perpetual Index under the following subjects:

Programs

Schools

Policy

School Heads

SBM