



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

09 JAN 2026

DIVISION MEMORANDUM

No. 016, s. 2026

**WORKSHOP ON REVISITING SCHOOL IMPROVEMENT PLAN (SIP), PREPARATION
OF THE 2026 WORK AND FINANCIAL PLAN (WFP), AND REQUEST FOR CASH
ADVANCE**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In line with the Department of Education's thrust to strengthen school-based planning, budgeting, and financial accountability, and pursuant to **DepEd Order No. 44, s. 2015 (Guidelines on the Enhanced School Improvement Plan)** and **DepEd Order No. 015, s. 2021 (Amendment to DepEd Order No. 029, s. 2019 on the Management of Cash Advances)**, this Office hereby directs all elementary, secondary, and integrated school heads, to conduct a **Workshop on Revisiting School Improvement Plan (SIP) and prepare their 2026 Work and Financial Plan (WFP) and Request for Cash Advance (RCA)**.

2. The review of the School Improvement Plan (SIP) ensures that school targets, strategies, and priority programs remain responsive to identified needs and aligned with the Division Education Development Plan (DEDP), the Regional Basic Education Plan (RBEP), and current DepEd priorities. The updated SIP will serve as the primary reference for the preparation of the 2026 Work and Financial Plan (WFP).

3. The Work and Financial Plan (WFP) shall ensure that all planned programs, projects, and activities are aligned with the School Improvement Plan (SIP), results-based, and supported by realistic and allowable budgetary requirements. It shall serve as the basis for the proper utilization of funds, implementation, and monitoring of school programs for Fiscal Year 2026.

4. Request for Cash Advance (RCA) must be supported by the reviewed SIP, approved 2026 WFP, and other required documents, in accordance with DepEd, COA, and DBM rules to ensure timely implementation of school programs.

5. To facilitate the smooth conduct and preparation of the above documents, the following related activities are scheduled as follows:



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Activity	Details / Schedule
Virtual Orientation on the Review of SIP and Preparation of 2026 WFP and RCA	January 12, 2026 from 1:00 pm onwards (The link will be sent later) Participants: <ul style="list-style-type: none">• All elementary, secondary and integrated school heads; and• All school Administrative Officers II.
School SIP Review and Preparation of 2026 WFP and RCA	January 13-15, 2026 Participants: <ul style="list-style-type: none">• School Planning Team
Face-to-Face Finalization, Review, and Coaching of the 2026 Work and Financial Plan and Cash Advance Requests	January 16, 2026 (The venue will be announced later) Participants: <ul style="list-style-type: none">• All elementary, integrated school heads and Non-Implementing Schools
Printing and Submission and approval of 2026 WFP and RCA	

6. The conduct of the aforementioned activities shall observe DepEd Order No. 9, s. 2005, titled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*, and shall strictly comply with all other existing DepEd rules and regulations. Accordingly, school heads are enjoined to make the necessary arrangements to ensure that the participation of identified teaching personnel in these activities does not disrupt in-person classes.

7. Expenses relative to the conduct of the Face-to-Face Finalization, Review, and Coaching of the 2026 Work and Financial Plan and Cash Advance Requests shall be charged against the **Elementary MOOE** Funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

PLANS PROGRAMS



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