



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

07 SEP 2026

DIVISION MEMORANDUM

No. 411 s. 2026

**GUIDELINES AND TIMELINE OF ACTIVITIES FOR THE UTILIZATION
OF SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF)
FOR FISCAL YEAR 2026**

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. Pursuant to DepEd Memorandum No. 48, s. 2026, titled Allocation and Release of the School Innovation and Improvement Fund (SIIF) to Non-Implementing Unit Public Schools to Strengthen Decentralization Practices in the Department of Education for Fiscal Year 2026, this Office, through the School Management, Monitoring, and Evaluation (SMME) Section of the School Governance and Operations Division (SGOD), provides the guidelines and timeline of activities for the utilization, monitoring, and reporting of the School Innovation and Improvement Fund (SIIF) to ensure the timely implementation of school-based innovation and improvement projects within Fiscal Year 2026.
2. The schools shall create a School Innovation and Improvement Team (SIIT), led by the School Head and composed of selected teachers, the School Administrative Officer II, and the Planning Officer. The SIIT is tasked to plan and implement the innovation and improvement project, liquidate the downloaded funds and ensure the timely submission and updating of SIIF Integrated Documentation Template and the online monitoring tool through the InsightED platform.
3. The **Division Orientation on SIIF Guidelines and Tools** shall be conducted virtually on **September 8, 2026, from 9:00 a.m. to 12:00 noon**, for the School Heads of SIIF recipient schools. The official orientation link shall be provided at a later time.
4. This Office, through the SIIF Monitoring and Evaluation and Technical Assistance Team will provide continuous monitoring and technical assistance to schools and will validate reported accomplishments and fund utilization.



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4. To facilitate the efficient utilization of the SIIF and ensure the completion of all activities, attached are Enclosure No. 1 (Timeline of Activities), Enclosure No. 2 (Team Compositions and Roles and Responsibilities) and Enclosure No. 3 [School Innovation and Improvement Integrated Documentation Template (SIIDT)].
5. Schools are requested to submit to the SMME Office the approved composition of the School Innovation and Improvement Team (SIIT) as prescribed in Enclosure No. 2 of this memorandum on or before **September 8, 2026**.
2. All concerned personnel are requested to strictly adhere to the prescribed timeline to ensure the effective and efficient utilization of the School Innovation and Improvement Fund for Fiscal Year 2026 and in accordance with existing government budgeting, accounting, auditing, and procurement rules and regulations.
3. Technical Assistance (TA) Materials and the School Improvement and Innovation Fund (SIIF) Integrated Documentation Template can be accessed through the link <https://tinyurl.com/SIIF2026R6> and QR code:



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

ROEL F. BERMEJO

Schools Division Superintendent

Encl: as stated

References: DM 46, s. 2026

To be indicated in the Perpetual Index
Under the following subjects

FUNDS
SCHOOLS



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Enclosure No 1 to SDM No. **411** s. 2026

TIMELINE OF ACTIVITIES

Activity	Responsible Office/Person	Timeline	Expected Output
Division Orientation on SIIF Guidelines and Tools to School Heads of SIIF recipient schools	CES-SGOD, SMME Specialists	September 8, 2026	Capacitated School Heads on the SIIF Guidelines and Tools
Creation of School Account to InsightEd Platform for SIIF	School Heads	September 8, 2026	Each recipient school has created a school account in InsightED Platform for SIIF
Preparation of School Innovation and Improvement Integrated Documentation Template (SIIDT)	School Heads and SIIF School Team	September 8-11, 2026	Required parts in the SIIDT are accomplished
Review, check and sign of School Innovation and Improvement Integrated Documentation Template (SIIDT) and in the InsightED platform.	SDO Review Team	September 8-11, 2026	The Reviewed and Checked portion in the SIIDT is signed and review entry in the InsightEd platform
Accomplish Part E (1-4) in InsightEd Platform	School Heads and SIIF School Team	September 10-11, 2026	Part E (1-4) in InsightEd Platform is accomplished
Release/ download SIIF to school recipients	SDO – Budget Unit	September 21 – 30, 2026	SIIF is downloaded to each school recipient
Commencement of the Implementation of Innovation and Improvement Project and Procurement Activities (Pilot)	School Heads and SII School Team	October 1 – 30, 2026	Pilot Implementation of the project is completed with results



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Full Implementation of the Innovation and Improvement Project	School Heads and SII School Team	November 3, 2026 – January 29, 2027	Full Implementation of the project is completed with results
Monitoring and Technical Assistance	SDOs – Monitoring Team (<i>onsite and online</i>)	October 1, 2026 – February 26, 2027	The conduct of the Innovation and Improvement Project is monitored, evaluated and provided with technical assistance
Monthly Kamustahan with District SIIF Focal Persons	CES-SGOD SMME Specialists SEPS - Research	October 16, 2026 November 13, 2026 December 11, 2026 January 15, 2027 February 19, 2027 March 19, 2027	Schools are provided with technical assistance, and project implementation is strictly monitored
Updating of the of Progress Report and Utilization Status in the InsightEd Platform	School Heads and SII School Team	October 1, 2026 – February 26, 2027	Progress Report and Utilization Status in the InsightEd Platform are accomplished
Completion of SII Activities, Obligations and Liquidation Report	School Heads and SII School Team	March 1 – 5, 2027	Liquidation Report is accomplished
Submission of Liquidation Report and Supporting Documents	School Heads and SII School Team	March 8 – 12, 2027	Liquidation Report is submitted to Accounting Unit
Signing of the Recommending Approval and Approval of SIIF Integrated Documentation Template	School Heads and SII School Team, SDO - SBM Focal	March 15 – 19, 2027	SIIF Integrated Documentation Template is approved



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	Persons, ASDS and SDS		
Submission of the photocopy and uploading of the approved scan copy of SIIF Integrated Documentation Template to SDO SBM Focal Persons	School Heads and SII School Team	March 15-19, 2027	SDO Focal persons have the copy of SIIF Integrated Documentation Template both in soft and hard copies.
Consolidation and submission of the photocopy of the SIIF Integrated Documentation Template to the Regional Office and uploading the same to the regional drive	SDO - SBM Focal Persons	March 22-25, 2027	The Regional Office has the copy of SIIF Integrated Documentation Template both in soft and hard copies.



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Enclosure No. 2 to Regional Memorandum No. _____

Team Compositions and Roles and Responsibilities

Team	Members	Roles and Responsibilities
School Level		
School Innovation and Improvement Team	School Heads and Selected Teachers	• Identify priority improvement areas based on school data and performance indicators, SIP, AIP and research • Prepare and submit the School Innovation and Improvement Integrated Documentation Template (SIIDT) • Implement approved innovation projects in accordance with established guidelines. • Ensure proper utilization and liquidation of SIIF resources. • Monitor project implementation and update the online monitoring tool in the InsightED Platform. • Submit the accomplished School Innovation and Improvement Integrated Documentation Template (SIIDT) to the Schools Division Office. • Sustain and institutionalize successful innovations.
Division Level		
Review Team	SBM Focal Person SEPS for Planning and Research	• Review and check school SIIDT based on established criteria. • Ensure alignment of proposed projects with priority improvement areas based on school data and performance



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		indicators, SIP, AIP and research • Ensure that the SIIDT required parts for the implementation of the project are complete and accomplished. • Signed the Review and Checked portion of the SIIDT • Review the entry of school project proposal in the InsignED platform
Monitoring and Evaluation and Technical Assistance Team	SGOD Chief CID Chief SBM Focal Person Public Schools District Supervisor Continuous Improvement (CI) Focal Person Accountant Budget Officer Planning Officer	• Monitor the implementation and progress of approved projects. • Provide technical assistance to schools on project implementation, financial management, documentation, and reporting. • Conduct site visits, validation activities, and performance reviews. • Assess project outcomes, effectiveness, and impact. • Ensure compliance with financial, procurement, and reporting requirements. • Recommend corrective actions and improvement measures when necessary. • Prepare consolidated monitoring and evaluation reports for management. • Identify exemplary innovations for possible scaling-up and replication. • Signed the Monitoring and Evaluation and Technical Assistance (META) portion of the SIIDT



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Approving Team	Assistant Schools Division Superintendent Schools Division Superintendent	• Review recommendations submitted by the Review Team and META Teams in the SIIIDT. • Authorize the release and utilization of SIIF resources in accordance with applicable policies. • Provide strategic direction and guidance for SIIF implementation. • Ensure accountability and transparency in the management of SIIF. • Approve the SIIIDT
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