



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

02 Sept 2024

DIVISION MEMORANDUM  
SGOD No. 089, s. 2024

CRAFTING OF THE FOURTH CYCLE OF THE SCHOOL IMPROVEMENT PLAN (SIP)  
AND FY 2025 ANNUAL IMPLEMENTATION PLAN (AIP)

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors/Principals In-Charge  
Public Secondary School Cluster Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to DepEd Order No. 44, s. 2015 titled, **Guidelines on the Enhanced School Improvement Plan (SIP) process and the School Report Card (SRC)**, this office through the School Governance and Operations Division (SGOD) is directing all public elementary and secondary schools to convene their respective School Planning Team (SPT) in crafting the fourth cycle of the SIP for Fiscal Year (FY) 2025-2027 and Annual Improvement Plan (AIP) for FY 2025 through an enhanced school planning and communication process.
2. The SIP is a roadmap that lays down specific interventions that a school, with the help of the community and other stakeholders, will undertake within a period of three consecutive fiscal years. It seeks to provide those involved in school planning an evidence-based, systematic approach with the point of view of the learner as the starting point. It is envisioned to help schools reach the goal of providing access to quality education.
3. The SRC is a tool for advocating and communicating the school situation, context, and performance to internal and external stakeholders. Its objective is to increase the participation and involvement of the community and other stakeholders in making the school a better place for learning.
4. Schools shall begin the implementation of the fourth cycle of the SIP using the enhanced planning process found in the SIP Guidebook by January 2025. Hence, all schools are directed to encode their FY 2025 AIP quarterly allocation in the online financial plan template at <https://bit.ly/SDSCFY2025NEP> on or before **September 30, 2024**. Further, all schools are also directed to submit three copies of their SIP for FY 2025-2027 and AIP for FY 2025. All members of the SPT shall sign on all pages of the SIP and AIP to ensure the participation and involvement of everyone.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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5. Reference documents in crafting the SIP and AIP and official templates are available online at <https://bit.ly/SIP2025-2027>.
6. For more information, personnel concerned may contact the office of the SGOD via FB Messenger.
7. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: As stated

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

BUDGET

FUNDS

ALLOTMENT

SCHOOLS

CTF/DM-crafting of the fourth cycle of the school improvement plan (SIP) and FY 2025 annual implementation plan (AIP)  
0000/September 2, 2024