



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

SEP 05 2025

MEMORANDUM  
No. 445, s.2025

**TRAINING WORKSHOP ON THE PREPARATION OF THE SCHOOL IMPROVEMENT  
PLAN (SIP) MEDIUM-TERM PLAN (MTP) FOR SY 2026-2028 AND  
ANNUAL IMPLEMENTATION PLAN (AIP) FOR FY 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. In support of the Department of Education's thrust to provide accessible, equitable, and quality basic education, the School Improvement Plan (SIP) serves as a six-year strategic framework that sets the vision, mission, and goals of schools in addressing the learning needs of all stakeholders. To effectively translate this framework into actionable programs, schools are required to prepare the Medium-Term Plan (MTP) and the Annual Implementation Plan (AIP) as operational blueprints on September 17-19, 2025, at Pedro E. Diaz High School, U.P. Side Subdivision, Alabang, Muntinlupa City.

2. The activity aims to:

- a) capacitate school heads and planning teams in the preparation of the SIP Medium-Term Plan (MTP) for SY 2026-2028 and the AIP for FY 2026;
- b) craft and align school planning documents with the QBEDP, Top 5 Priorities of DepEd NCR and Division's Strategic plans; and
- c) present and finalize the proposed programs, projects and activities (PPA's) for inclusion in the FY 2026 budget allocation.

3. Participants are the public schools district supervisors, school heads and one member of school planning team. Participants are expected to pre-register through this link: <https://bit.ly/M07-SIP-MTP-SY2026-2028> on or before September 9, 2025, for the preparation of the attendance and certificates.

4. All participants are required to bring a copy of the approved SIP 2023-2028, AIP FY 2025, and other relevant documents necessary for the preparation of the plans. In addition, they are expected to bring their laptops, extension cords, and Wi-Fi devices.

NUM-2025-445



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5. A registration fee of One Thousand Two Hundred Pesos (₱ 1,200.00) per school participant shall be paid to the Division Cashier, Ms. Maria Cristina F. Malacad, on or before September 16, 2025. The said amount shall be charged against the school's MOOE or local funds, subject to existing accounting and auditing rules and regulations.
6. For further details of this activity, refer to the enclosures: Training Matrix and Technical Working Group.
7. Queries and concerns relative to the aforementioned activity may be directed to Ms. Phoebe R. Arroyo, Senior Education Program Specialist - Planning and Research Division at 8829-23-08 loc. 120.
8. Immediate dissemination and compliance with this Memorandum are desired

**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: As stated

Reference: DO 44, s. 2015; DO 24, s. 2022

To be indicated in the Perpetual Index

Under the following subjects:

PLANS

PROGRAM

PROJECTS

PRA/Training Workshop on the Preparation of the School Improvement Plan (SIP) Medium-Term Plan (MTP) For SY 2026-2028 and Annual Implementation Plan (AIP) For FY 2026

445/September 4, 2025

NUM-2025-445



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Enclosure No. 1

**TRAINING MATRIX**

**TRAINING WORKSHOP ON THE PREPARATION OF THE SCHOOL IMPROVEMENT  
PLAN (SIP) MEDIUM-TERM PLAN (MTP) FOR SY 2026-2028 AND  
ANNUAL IMPLEMENTATION PLAN (AIP) FOR FY 2026**

**PEDRO E. DIAZ HIGH SCHOOL  
September 17-19, 2025**

Day 1: Orientation and Review

Time	Activity	Person Involve
8:00 – 8:30 AM	Registration	PMT
8:31 – 9:00 AM	Opening Program	
9:01 – 10:30 AM	Orientation on SIP, MTP, and AIP Frameworks	Dr. Lilia A. Ricero OIC-Assistant Schools Division Superintendent
10:31 – 10:45 AM	Health Break	
10:46 – 11:30 AM	Division Strategic Direction	Dr. Violeta M. Gonzales Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent
11:30 – 12:00 NN	Alignment with QBEDP, DepEd NCR Top 5 Priorities and Division Strategic directions	Ms. Phoebe R. Arroyo SEPS, Planning & Research
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Review of Approved SIP 2023–2028 and AIP FY 2025	Group Activity
3:01 – 3:15 PM	Health Break	
3:16 – 5:00 PM	Workshop: Identifying Gaps and Priority Areas	Group Activity

Day 2: Workshop Proper

8:31 – 9:00 AM	Recap of Day 1 and Setting Day 2 Objectives	Ms. Phoebe R. Arroyo
9:01 – 12:00 NN	Workshop: Drafting SIP Medium-Term Plan (2026–2028)	School Heads/Team
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Workshop: Drafting SIP Medium-Term Plan (2026–2028)	School Heads/Team
3:01 – 3:15 PM	Health Break	
3:16 – 4:00 PM	Coaching and Mentoring Session	PSDS
4:01 – 5:00 PM	Workshop: Drafting Annual Implementation Plan (FY 2026)	



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Day 3: Presentation, Validation, and Finalization

8:31 – 9:00 AM	Recap of Day 2 and Setting Day 3 Objectives	Ms. Phoebe R. Arroyo
9:01 – 12:00 NN	Workshop: Drafting Annual Implementation Plan (FY 2026)	School Heads/Team
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Presentation of Draft SIP-MTPs and AIPs	
3:01 – 3:15 PM	Health Break	
3:16 – 4:30 PM	Critiquing and Feedback by Panel	School Heads/Team
3:16 – 4:30 PM	Finalization and Submission of Outputs	
4:31 – 5:00 PM	Closing Program	



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Enclosure No. 2

**TECHNICAL WORKING GROUP**

**TRAINING WORKSHOP ON THE PREPARATION OF THE SCHOOL IMPROVEMENT  
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<b>TASK</b>	<b>PERSON-IN-CHARGE</b>
Program and Invites	Ms. Phoebe R. Arroyo
Certificates	Mr. Andres F. Sicam Jr.
Training Host	Ms. Ivy M. Romano
Attendance (Registration)	Ms. Chelo DG. Rongavilla Ms. Virma U. Amistoso Ms. Karina E. Medina Ms. Ma. Cristina F. Malacad
Documentation	Dr. Christian Paul C. Dela Vega Dr. Zoren Pepito L. Gubalane
Slide Presentation	Mr. Joseph D. Nilo Ms. May L. Borjal
Food	Ms. Maria Teresa S. Indap Ms. Joiche I. Luna