



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 07 2026

**MEMORANDUM**

No. 004, s. 2026

**SUBMISSION OF SIGNED MEDIUM TERM PLAN (MTP) 2026-2028 AND ANNUAL IMPLEMENTATION PLAN (AIP) FY 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, Schools Governance and Operations Division  
All Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. In compliance with DepEd Order No. 44, s. 2015 (Guidelines on the Enhanced School Improvement Planning (SIP) Process and School Report Card), all schools are directed to submit the signed Medium Term Plan (MTP) 2026-2028 and Annual Implementation Plan (AIP) FY 2026 to the Schools Division Office on or before January 15, 2026.
2. The School MTP 2026-2028 and AIP FY 2026 serve as the operational plan anchored in the School Improvement Plan (SIP). These plans shall be aligned with the Division Medium Term Plan and DepEd's four pillars: Access, Equity, Quality, Resiliency, and Well-Being, as well as the Enabling Mechanisms for Governance and Management.
3. All documents shall strictly adhere to the prescribed format and the following signatory sequence:
  - a. Prepared by: School Head
  - b. Initialed by Focal Person (Planning/SIP)
  - c. Reviewed by: Public Schools District Supervisor (PSDS)
  - d. Recommending Approval: Chief Education Supervisor – SGOD
  - e. Initialed by Senior Education Program Specialist (SEPS – P&R)
  - f. Approved by: Schools Division Superintendent
  - g. Initialed by Assistant Schools Division Superintendent
4. Schools shall ensure that all documents are fully signed and submitted in both hard and electronic copies. Four (4) hard copies shall be submitted to the Planning & Research Section, while electronic copies shall be uploaded through this link: <https://bit.ly/MTP2026-2028ANDAIPLY2026>.

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NUM-2026-004



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
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5. Immediate dissemination of, and strict compliance with, this Memorandum is hereby directed

**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: as stated  
Reference: as stated  
To be indicated in the Perpetual Index  
Under the following subjects:

PLAN

PROJECT

SCHOOL

PRA/ Submission of Signed Medium Term Plan (MTP) 2026-2028 And Annual Implementation Plan (AIP) FY 2026  
004 /January 6, 2026

NUM-2026-004



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**ANNUAL IMPLEMENTATION PLAN  
FISCAL YEAR 2026**

SCHOOL IMPROVEMENT PROJECT TITLE	PROJECT OBJECTIVE	OUTPUT FOR THE YEAR	ACTIVITIES	PERSONS RESPONSIBLE	SCHEDULE/ VENUE	BUDGET PER ACTIVITY		
						MOOE	CANTEEN FUND	TOTAL
ACCESS								
<b>Sub-Total</b>								
EQUITY								
<b>Sub-Total</b>								
QUALITY								
<b>Sub-Total</b>								
RESILIENCY & WELL-BEING								
<b>Sub-Total</b>								
GOVERNANCE								
<b>Sub-Total</b>								
<b>GRAND TOTAL</b>								

Prepared by:

Reviewed by:

Recommending Approval:

Approved:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Public Schools District Supervisor

**MA. REGAELE A. OLARTE**  
Chief Education Supervisor, SGOD

**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

