



Republic of the Philippines  
Department of Education  
Region VIII  
**DIVISION OF NORTHERN SAMAR**

November 12, 2025

**DIVISION MEMORANDUM**

No. 441 s. 2025

**Technical Assistance Provision on the Review of School Improvement Plan (SIP) and Crafting of the 2026 School Annual Improvement Plan (AIP)**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors, Principals-In-Charge  
School heads, Unit Heads, Teacher-researchers  
All Others Concerned

1. In line with the Department of Education's thrust on evidence-based, strategic, and data-driven school planning anchored on the MATATAG Agenda, the Schools Division Office shall conduct **Technical Assistance (TA)** for the **Review of the School Improvement Plan (SIP)** and **Crafting of the 2026 School Annual Improvement Plan (AIP)** to ensure alignment with division targets, learner outcomes, resource optimization, and continuous school improvement.

2. The Activity aims to:

- provide technical assistance to schools on the critical review of their existing SIP;
- ensure that the 2026 AIP is responsive to school data, improvement priorities, and stakeholder commitments;
- strengthen schools' capacity in developing quality, measurable, realistic, and budget-aligned improvement plans;
- validate alignment to DepEd standards, SMEA results, SIP/AIP templates, and applicable policy guidelines.

3. The **Technical Assistance Providers** shall be composed of personnel from the **Schools Division Office** including, but not limited to:

**Noe M. Hermosilla**, SGOD Chief and Education Program Supervisor (SGOD)  
**Roberto T. Orias**, SEPS, Planning and Research Unit  
**Jocelyn I. Acebuche**, PO-III, Planning and Research Unit  
**Merlita Fajardo**, SEPS, Monitoring and Evaluation Unit  
**Nelida Lobos**, EPS-Science, Curriculum Implementation Division (CID) representative  
**Ma. Joy L. Gepollo**, Budget Officer  
**All District Heads**



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4. TA provision shall include the following focus areas:
- Data interpretation (performance indicators)
  - Root cause analysis using prescribed tools (e.g., Problem Tree Analysis, Fishbone, 5 Whys)
  - Prioritization of strategic interventions
  - AIP alignment with SIP, budget ceiling, MOOE, and other funding sources
  - Crafting of SMART objectives and performance indicators
  - AIP quality assurance using standard evaluation rubrics
5. School Heads are encouraged to organize their respective **School Planning Teams (SPT)** and ensure the availability of the following documents during the TA session:
- Current SIP (2023–2028 or existing cycle)
  - 2025 AIP and implementation status
  - School Data Dashboard (3-year trend, if applicable)
  - School PIR results
  - Priority Improvement Areas and MOVs
  - Draft 2026 AIP
6. Technical Assistance provision will start on **November 17, 2025** while the **deadline for the approval of the 2026 AIP** is on **December 22, 2025**. Schools are advised to commit full participation and ensure that outputs are accurate, data-supported, and submission-ready after the TA provision.
7. All travel and incidental expenses relative to participation in the activity shall be charged against division/school MOOE or other local funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this Memorandum are highly desired.

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
Schools Division Superintendent

**DepEd Northern Samar**

  
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