



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

January 5, 2025

**DIVISION MEMORANDUM**

No. 004 s. 2026

**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 guided 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, PIR results, SIP/AIP templates, and applicable policy guidelines.
3. School Heads are requested to bring the following documents for the validation:
  - Adjusted SIP (KPIs Accomplishments, M&E, Adjusted Strategic Directions, Adjusted Financial Plan, Adjusted Risk Management Plan)
  - 2026 AIP



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4. Here is the list of the schedules per municipality:

**January 6, 2026**

10:00 – 11:30 - San Vicente, Capul, Biri Districts  
1:00 – 2:30 – San Isidro, Victoria, Allen Districts  
2:30 – 4:00PM – San Antonio, Lavezares, Rosario Districts

**January 7, 2026**

9:00 – 10:30 – San Jose, Bobon, Lope De Vega Districts  
10:30 – 12:00 – Catarman, Mondragon, SilvinoLubos Districts  
1:00 – 2:30PM – San Roque, Pambujan, Laoang Districts  
2:30 – 4:00PM – Palapag, Mapanas, Gamay Districts

**January 8, 2026**

9:00 – 10:30 – Lapinig, Las Navas, Catubig Districts

5. 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.
6. 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  
**RELEASED**

  
Date: 7 JAN 2026



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