Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 7, 2026

DIVISION MEMORANDUM
No. **512**, s. 2026

GUIDELINES AND TIMELINE OF ACTIVITIES FOR THE UTILIZATION OF SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) FOR FISCAL YEAR 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principal/Head Teacher In-charge of the District
Senior/Education Program Specialists
SIIF Monitoring and Evaluation and Technical Assistance Team
Heads of Public and Private Elementary, Secondary Schools and Integrated Schools
Heads of SIIF Recipients Schools
School Innovation and Improvement Team (SIIT)
District SBM Coordinators
All Others Concerned

1. Pursuant to DepEd Memorandum No. 48, s. 2026, titled Allocation and Release of the School Innovation and Improvement Fund (SIIF) to Non-Implementing Unit Public Schools to Strengthen Decentralization Practices in the Department of Education for Fiscal Year 2026, this Office, through the School Management, Monitoring, and Evaluation (SMME) Section of the School Governance and Operations Division (SGOD), provides the guidelines and timeline of activities for the utilization, monitoring, and reporting of the School Innovation and Improvement Fund (SIIF) to ensure the timely implementation of school-based innovation and improvement projects within Fiscal Year 2026.

2. The schools shall create a School Innovation and Improvement Team (SIIT), led by the School Head and composed of selected teachers, the School Administrative Officer II, and the Planning Officer. The SIIT is tasked to plan and implement the innovation and improvement project, liquidate the downloaded funds and ensure the timely submission and updating of SIIF Integrated Documentation Template and the online monitoring tool through the InsightED platform.

3. The **Division Orientation on SIIF Guidelines and Tools** shall be conducted virtually on **September 9, 2026, from 9:00 AM to 5:00 PM**, for the School Heads of SIIF recipient schools. The official orientation link shall be provided at a later time.

4. This Office, through the SIIF Monitoring and Evaluation and Technical Assistance Team will provide continuous monitoring and technical assistance to schools and will validate reported accomplishments and fund utilization.

5. To facilitate the efficient utilization of the SIIF and ensure the completion of all activities, attached are Enclosure No. 1 (Timeline of Activities), Enclosure No. 2 (Team Compositions and Roles and Responsibilities) and Enclosure No. 3 [School Innovation and Improvement Integrated Documentation Template (SIIIDT)].

6. All concerned personnel are requested to strictly adhere to the prescribed timeline to ensure the effective and efficient utilization of the School Innovation and Improvement Fund for Fiscal Year 2026 and in accordance with existing government budgeting, accounting, auditing, and procurement rules and regulations.

7. Technical Assistance (TA) Materials and the School Improvement and Innovation Fund (SIIF) Integrated Documentation Template can be accessed through the link https://tinyurl.com/SIIF2026R6 and QR code:

8. Immediate dissemination of and compliance with this Memorandum are desired.

FELICIANO C. BUENAFE JR., CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: DM 48, s. 2026; RM 848, s. 2026 and RM 889, s. 2026

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

FUNDS **POLICY** **SCHOOLS** **SUPERVISION**

Enclosure No 1 to DM No. **512** s. 2026

TIMELINE OF ACTIVITIES

Activity	**Responsible Office/Person**	**Timeline**	**Expected Output**
Division Orientation on SIIF Guidelines and Tools to School Heads of SIIF recipient schools	CES-SGOD, SMME Specialists	September 9, 2026	Capacitated School Heads on the SIIF Guidelines and Tools
Creation of School Account to InsightEd Platform for SIIF and Submission of Intervention Plan	School Heads	September 9-10, 2026	Each recipient school has created a school account in InsightED Platform for SIIF
Preparation of School Innovation and Improvement Integrated Documentation Template (SIIDT)	School Heads and SIIF School Team	September 9-10, 2026	Required parts in the SIIDT are accomplished
Review, check and sign of School Innovation and Improvement Integrated Documentation Template (SIIDT) and in the InsightED platform.	SDO Review Team	September 9-10, 2026	The Reviewed and Checked portion in the SIIDT is signed and review entry in the InsightEd platform
Release/ download SIIF to school recipients	SDO – Budget Unit	September 21 – 30, 2026	SIIF is downloaded to each school recipient
Commencement of the Implementation of Innovation and Improvement Project and Procurement Activities (Pilot)	School Heads and SII School Team	October1 – 30, 2026	Pilot Implementation of the project is completed with results

Full Implementation of the Innovation and Improvement Project	School Heads and SII School Team	November 3, 2026 – January 29, 2027	Full Implementation of the project is completed with results
Monitoring and Technical Assistance	SDOs – Monitoring Team *(onsite and online)*	October 1, 2026 – February 26, 2027	The conduct of the Innovation and Improvement Project is monitored, evaluated and provided with technical assistance
Monthly Kamustahan with District SIIF Focal Persons	CES-SGOD SMME Specialists SEPS - Research	October 16, 2026 November 13, 2026 December 11, 2026 January 15, 2027 February 19, 2027 March 19, 2027	Schools are provided with technical assistance, and project implementation is strictly monitored
Updating of the of Progress Report and Utilization Status in the InsightEd Platform	School Heads and SII School Team	October 1, 2026 – February 26, 2027	Progress Report and Utilization Status in the InsightEd Platform are accomplished
Completion of SII Activities, Obligations and Liquidation Report	School Heads and SII School Team	March 1 – 5, 2027	Liquidation Report is accomplished
Submission of Liquidation Report and Supporting Documents	School Heads and SII School Team	March 8 – 12, 2027	Liquidation Report is

			submitted to Accounting Unit
Signing of the Recommending Approval and Approval of SIIF Integrated Documentation Template	School Heads and SII School Team, SDO - SBM Focal Persons, ASDS and SDS	March 15 – 19, 2027	SIIF Integrated Documentation Template is approved
Submission of the photocopy and uploading of the approved scan copy of SIIF Integrated Documentation Template to SDO SBM Focal Persons	School Heads and SII School Team	March 15-19, 2027	SDO Focal persons have the copy of SIIF Integrated Documentation Template both in soft and hard copies.
Consolidation and submission of the photocopy of the SIIF Integrated Documentation Template to the Regional Office and uploading the same to the regional drive	SDO - SBM Focal Persons	March 22-25, 2027	The Regional Office has the copy of SIIF Integrated Documentation Template both in soft and hard copies.

Enclosure No. 2 to DM No.**512**, s. 2026

Team Compositions and Roles and Responsibilities

Team	Members	Roles and Responsibilities
School Level		
School Innovation and Improvement Team	School Heads and Selected Teachers	• Identify priority improvement areas based on school data and performance indicators, SIP, AIP and research • Prepare and submit the School Innovation and Improvement Integrated Documentation Template (SIIIDT) • Implement approved innovation projects in accordance with established guidelines. • Ensure proper utilization and liquidation of SIIF resources. • Monitor project implementation and update the online monitoring tool in the InsightED Platform. • Submit the accomplished School Innovation and Improvement Integrated Documentation Template (SIIIDT) to the Schools Division Office. • Sustain and institutionalize successful innovations.
Division Level		
Review Team	SBM Focal Person SEPS for Planning and Research	• Review and check school SIIIDT based on established criteria. • Ensure alignment of proposed projects with priority

		improvement areas based on school data and performance indicators, SIP, AIP and research • Ensure that the SIIIDT required parts for the implementation of the project are complete and accomplished. • Signed the Review and Checked portion of the SIIDT • Review the entry of school project proposal in the InsighED platform
Monitoring and Evaluation and Technical Assistance Team	SGOD Chief CID Chief SBM Focal Person Public Schools District Supervisor Continuous Improvement (CI) Focal Person Accountant Budget Officer Planning Officer	• Monitor the implementation and progress of approved projects. • Provide technical assistance to schools on project implementation, financial management, documentation, and reporting. • Conduct site visits, validation activities, and performance reviews. • Assess project outcomes, effectiveness, and impact. • Ensure compliance with financial, procurement, and reporting requirements. • Recommend corrective actions and improvement measures when necessary. • Prepare consolidated monitoring and evaluation reports for management. • Identify exemplary innovations for possible scaling-up and replication.

		• Signed the Monitoring and Evaluation and Technical Assistance (META) portion of the SIIDT
Approving Team	Assistant Schools Division Superintendent Schools Division Superintendent	• Review recommendations submitted by the Review Team and META Teams in the SIIIDT. • Authorize the release and utilization of SIIF resources in accordance with applicable policies. • Provide strategic direction and guidance for SIIF implementation. • Ensure accountability and transparency in the management of SIIF. • Approve the SIIIDT
Regional Level		
SIIF Technical Assistance Team	FTAD Chief RO SBM Focal Person FTAD EPS Representative from the CLMD Representative from Finance Division	• Provide technical assistance to Schools Division Offices regarding SIIF implementation. • Review division reports and monitor regional progress. • Provide tools, templates, standards, capacity-building interventions and TA materials related to SIIF. • Conduct regional monitoring and validation activities. • Assist divisions in addressing implementation issues and challenges.

		• Identify and document best practices and innovative models for regional dissemination. • Recommend policy enhancements and program improvements based on implementation results. • Prepare regional accomplishment reports and recommendations for management.

Enclosure No. 3 to DM No.**512**, s. 2026

SCHOOL INNOVATION AND IMPROVEMENT INTEGRATED DOCUMENTATION TEMPLATE (SIIIDT)

(For Proposal, Approval, Implementation, Monitoring, Evaluation, Knowledge Management, and Sustainability of School Innovation and Improvement Fund (SIIF) Initiatives)

PART I. GENERAL INFORMATION

Reference: DM 48 s 2026

School Division Office	
Name of School	
School ID	
School Size typology	
Address	
Classification of Municipality	
Name of the School Head	
Contact Number	
E-mail address	
Members of the SII School Team	
Innovation and Improvement Project Title	
SIP/AIP Alignment *(DM 48, s. 2026)*	**Check one among the choices below and provide the specific detail.** **Priority Areas for Access and Quality** ☐ IO1 -Learners are in school and learning centers Detail:_____

	☐ IO2- Learners access programs responsive to their needs and consistent with their interests and aptitudes Detail:_____ ☐ IO3 - Learners enjoy a learner-friendly environment Detail:_____ ☐ IO4 - Learners actively participate in their learning environment Detail:_____ ☐ IO5- Learners attain learning standards Detail:_____ ☐ IO6 - Learners are well-rounded, happy, and smart Detail:_____ **Priority Areas for Governance** ☐ IO1 - Education leaders and managers practice participative and inclusive management processes Detail:_____ ☐ IO2 - Internal systems and processes needed for continuous improvement are in place Detail:_____ ☐ IO3 - Growing number of stakeholders actively participate and collaborate in convergence mechanisms at all levels Detail:_____

Intervention Category *(DM 48, s. 2026)*	Check all that applies: ☐ Remediation, ☐ Enhancement ☐ Enrichment ☐ Prevention ☐ Wellness ☐ Learning Environment ☐ Acceleration ☐ Inclusive ☐ Engagement ☐ Behavioral ☐ Instructional Improvement ☐ Technology-enabled
Number of Beneficiaries	
Target Beneficiaries *(DM 48, s. 2026)*	Underline the Key Stage and Check the Grade level/s of the target beneficiaries: Key stage 1 ☐ Grade 1 ☐ Grade 2 ☐ Grade 3 Key Stage 3 ☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 Key Stage 4 ☐ Grade 11 ☐ Grade 12

	Key Stage 2 ☐ Grade 4 ☐ Grade 5 ☐ Grade 6
Timeline of the Innovation and Improvement Project *(applying Continuous Improvement (CI) Methods)*	Start: _____ End: _____

CI Methods	Target Date of the Conduct	Actual Date of the Conduct
Plan Stage		
Do Stage		
Check Stage		
Act Stage		
KM Stage		

PART II. INNOVATION AND IMPROVEMENT PROJECT PROFILE
Reference: RM No. 115, s. 2024

A. Overview/Rationale *(Reference: RM No. 115, s. 2024)*	Guide Questions What is/are the problems/s that need to be addressed? Provide numerical data related to the problem that needs to be addressed. Who are the intended beneficiaries? What are its expected outcomes?

<table>
<tr><td>B. Innovation and Improvement Project Description

(Reference: RM No. 115, s. 2024)</td><td>Describe the current situation.
Describe the identified problem and how it became the priority.
Describe the existing practice, if there is any.
Describe the proposed innovation and improvement.
Describe how will it solve the problem</td></tr>
<tr><td>C. Innovation and Improvement Project Statement and Activities

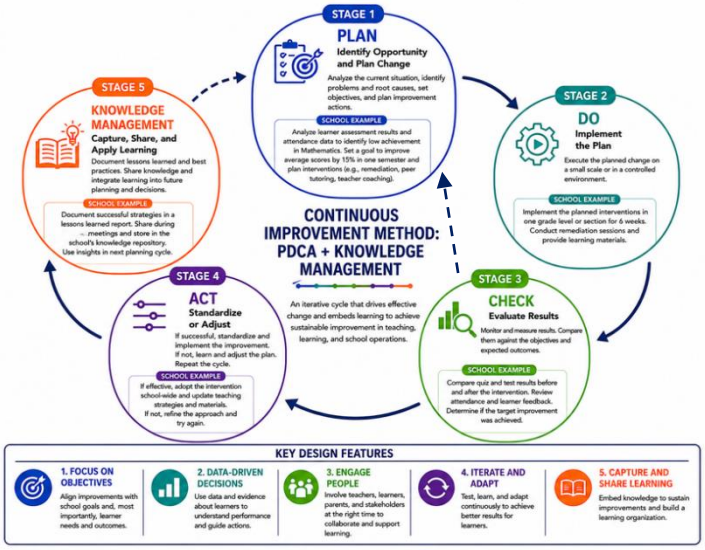
Reference: RM No. 115, s. 2024)</td><td>State the goal of the innovation and improvement
State the specific objective of the innovation and improvement
State the expected result

Activities:

<table>
<tr><td colspan="3">Priority Improvement Area:</td><td></td><td colspan="3"></td></tr>
<tr><td>Intervention</td><td>Activities
(Choose at least one of the following per stage:
1. School improvement and annual planning activities
2. Action research or innovation
3. Operational support activities
4. State if it is other activity</td><td>CI Methods
Plan, DO, Check, Act + KM</td><td>Number of target beneficiaries/ learners</td><td>Schedule
Phase 1 -July to September 2026
Phase 2 – October to December 2026
Phase 3 – January to March 2027</td><td>Budget</td><td>Remarks
(to be accomplished by the SDO M&ETA Team and the SDO Accountant during M&ETA visit)</td></tr>
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D. Implementation Procedure

Reference: RM No. 115, s. 2024)



applying Continuous Improvement (CI) Methods + Knowledge Management

F. Monitoring and Evaluation and Technical Assistance

Priority Improvement Area:					
CI Methods	**Intervention**	**Activities**	**Means of Verification (MOVs) presented**	**Results/ Findings/ Recommendations**	**Name and Signature of the M&ETA Team and the date**
Plan Stage					
Do Stage					
Check Stage					
Act Stage					
Knowledge Management (KM) Initiative					

G. Innovation and Improvement Project Implementation Result

Baseline / Before the Innovation and Improvement Initiative *(Describe the situation before implementation)*	**Innovation and Improvement Initiative Implemented** *(Briefly explain what was introduced)*	**Results after the Innovation and Improvement Initiative** *(Present the measurable changes)*	**Evidence of Improvement** *(Explain how you know the change occurred—assessment results, attendance, participation, observations, feedback, etc.)*
Pilot test			
Full Implementation			
Implementation Assessment Report *(includes conclusions and recommendations)*			

H. Sustainability Plan

Strategy	**Responsible Person**	**Timeline**	**Resources Needed**
Institutionalization			
Capacity Building			
Knowledge Management/ Knowledge Sharing/Advocacy			

PART III. DOCUMENTATION

Photos and/or Videos and other supporting documents	(*link and QR Code of the repository containing photos or videos and other supporting documents)* *Sample only.*

PART IV. REFERENCES *(Written in APA 7th edition format)*

Batilantes, S., and Dioso, J. (2024). Participatory Technical Assistance Theory. *International Journal of Technical Assistance, 2*(1), 231-239. https://doi.org/10.1000/182

(Sample Only)

Part V. APPROVAL AND SIGNATORIES

Prepared by: *(SII Team)*	_____ School Head / Team Lead Date: _____ Members: _____ _____ _____ *(shall be signed after the planning stage)*
Reviewed and Checked by: *(Review Team)*	_____ SEPS for Planning and Research Date:_____ _____ SEPS for MME Date: _____ *(shall be signed after the planning stage)*
Monitored and evaluated by *(M&E and TA Team)*	*(shall be signed by the M&ETA Team assigned to the specific SII Team after the PDCA stages and the project is fully implemented)*

Recommending Approval:	_____ ASDS Date:_____ *(shall be signed after the M&E and TA team had signed)*
Approved:	_____ SDS Date: _____ *(shall be signed after the recommending approval was signed)*