



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 June 2026

DIVISION MEMORANDUM  
No. 373 s. 2026

**SUBMISSION OF SCHOOL IMPROVEMENT PLAN (SIP), ANNUAL IMPLEMENTATION PLAN (AIP) AND OTHER PLANS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public and Private Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In line with the Department of Education's commitment to continuous school improvement and effective implementation of programs, projects, and activities, all public elementary and secondary schools in the Division are hereby directed to submit their updated School Improvement Plan (SIP), Annual Implementation Plan (SIP) and other plans for review, quality assurance and approval.
2. It is expected that school heads will observe the following timeline.

Date	Activity
June 2-3, 2026	Submission of First Draft
June 2-5, 8-9, 2026	Quality Assurance
June 10-15, 2026	Refinement
June 16, 2026	Submission of Final Copy (please attached the first draft with comments/findings)
June 18, 2026	Distribution of Approved SIP
June 22, 2026	Submission of AIP, WFP, PPMP and APP

3. For immediate dissemination and compliance of all concerned.

  
**CELEDONIO F. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: None

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

AIP

SIP

SUBMISSION

SGOD- submission of school improvement plan (sip) and annual implementation plan (aip)  
SGOLND38-004910/June 2, 2026