



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 September 2026

DIVISION MEMORANDUM

No. 627 s. 2026

CONDUCT OF FIELD OPERATIONS VISIT ON THE STATUS OF SCHOOL IMPROVEMENT AND INNOVATION FUND (SIIF)

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

1. In reference to **Regional Memorandum No. 102, s. 2026** titled **Conduct of Field Operations Visit on the Status of School Improvement and Innovation Fund**, this Office issued this Memorandum to inform the concerned SIIF beneficiaries and to ensure preparation and validation of pertinent documents by the Division Office prior to the visit of the Field Technical Assistance Team on **October 1, 2026**.

2. The aims of the visit include:

- a. determine the implementation of the SIIF;
- b. validate the utilization and implementation of approved SIIF-supported activities and interventions;
- c. assess the compliance of the concerned schools and Schools Division Office with applicable policies, guidelines, and documentary requirements;
- d. identify issues, challenges, and implementation gaps encountered in the utilization and management of SIIF; and
- e. provide appropriate technical assistance and recommendations to strengthen the implementation, monitoring, documentation, and sustainability of SIIF-supported initiatives.

3. The participants in this activity include the SGOD Chief, SEPS-SMME, and the Education Program Supervisors-Cluster Supervisors.

4. All participants are directed to accomplish the evaluation form for the conduct of the field monitoring visit on the status of the SIIF through <https://tinyurl.com/FOID4a> after the field monitoring activity.



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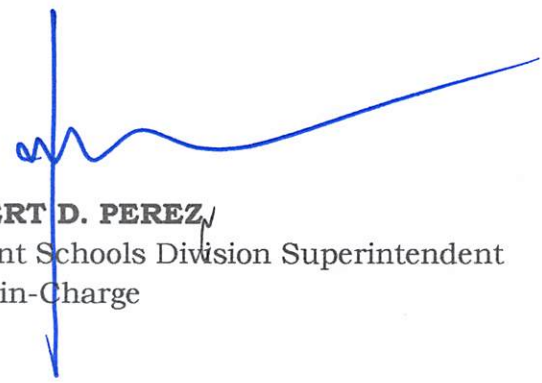
Website: <https://www.sdotayabascity.ph>

5. For inquiries and concerns about this matter, please contact **Montano L. Agudilla Jr.** SEPS-SMME through email at montanoagudillajr@deped.gov.ph.
6. Widest dissemination of and compliance to this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


HERBERT D. PEREZ,
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated

Reference: Regional Memorandum No. 102, s. 2026

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

MONITORING
SCHOOL IMPROVEMENT AND INNOVATION FUND

SGOD- conduct of field operations visit on the status of school improvement and innovation fund (siif)
RECTL471-010491/September 17, 2026



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



FTAD-MEMO-2026-102

MEMORANDUM

TO : **CELEDONIO B. BALDERAS, JR.**
Schools Division Superintendent
SDO Tayabas City

FROM : **CARLITO D. ROCAFORT**
Director IV

RE : **CONDUCT OF FIELD OPERATIONS VISIT ON
THE STATUS OF SCHOOL IMPROVEMENT AND
INNOVATION FUND**

DATE : September 14, 2026

1. In reference to Division Memorandum No. 048, s. 2026¹ and Regional Memorandum No. 543, s. 2026², this Office, through the Field Technical Assistance Division (FTAD), shall conduct field operations visit on the status of the implementation of the School Improvement and Innovation Fund (SIIF) on **October 1, 2026**, at the Schools Division Office of Tayabas City.
2. The field monitoring activity aims to:
 - a. determine the status of the implementation of the SIIF;
 - b. validate the utilization and implementation of approved SIIF-supported activities and interventions;
 - c. assess the compliance of the concerned schools and Schools Division Office with applicable policies, guidelines, and documentary requirements;
 - d. identify issues, challenges, and implementation gaps encountered in the utilization and management of the SIIF; and
 - e. provide appropriate technical assistance and recommendations to strengthen the implementation, monitoring, documentation, and sustainability of SIIF-supported initiatives.

¹ Allocation and Release of the School Innovation and Improvement Fund to Non- Implementing Unit Public Schools to Strengthen Decentralization Practices in the Department of Education for Fiscal Year 2026

² Regional Virtual Orientation on the FY 2026 School Innovation and Improvement Fund (SIIF) Guidelines



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Certificate No. PHP QMS
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3. The participants in this activity from the Regional Office is the Education Program Supervisor from the Field Technical Assistance Division, while the participants from the Schools Division Office are the SGOD Chief, SGOD SIIF Focal Person and the Public Schools District Supervisor.
4. Travel expenses and other incidental expenses of the participants shall be charged against local funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.
5. All participants are directed to accomplish the evaluation form for the conduct of the field monitoring visit on the status of the School Improvement and Innovation Fund (SIIF) through <https://tinyurl.com/FOID4a>. The evaluation shall be completed after the field monitoring activity to provide feedback on the conduct of the visit and to support the improvement of succeeding monitoring and technical assistance activities.
6. For inquiries and other concerns, please contact **Michael Girard R. Alba**, Chief, Field Technical Assistance Division, through email at michael.alba@deped.gov.ph or mobile number **0917-888-2731**.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

cc:04/ROF1

September 16, 2026 Morning Session		
Time	Topic	Persons Involved

September 16, 2026 Morning Session		
Time	Topic	Persons Involved
8:00 a.m.–9:00 a.m.	Registration	SDO
9:00 a.m. – 9:15 a.m.	Preliminaries	SDO
	Introduction of Participants	SDO
9:15 a.m. – 9:20 a.m.	Welcome Remarks	Representatives from the Division
9:30 am to 12:00 nn	Discussion Proper: Where We Were The Context That Began It All The Challenge The Strategies The Solution	MICHAEL GIRARD R. ALBA Chief, Field Technical Assistance Division
	Post-Conference on Monitoring Findings and Technical Assistance Provided	
September 16, 2026 Afternoon Session		
1:00 pm – 3:00 pm	Field Monitoring and Technical Assistance to Schools with Identified Challenges	FTAD EPS SGOD Chief SGOD SIIF Focal Person Public Schools District Supervisor.
3:00 pm – 4:00 pm	Post-Conference on Monitoring Findings and Technical Assistance Provided	