

Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID/ OIC-CES, SGOD
Public Schools District Supervisor, Buenavista District
DFTAT Members (CID EPSs, Division SBM Coordinator, Planning Officer,
Budget Officer)
School Heads, 23 SIIF-recipient public schools
All Others Concerned

FROM:  **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **ORIENTATION ON DEPED MEMORANDUM NO. 073, s. 2025 Re: ALLOCATION AND RELEASE OF THE SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) TO ELIGIBLE PUBLIC SCHOOLS FOR STRENGTHENING DECENTRALIZATION AND ACCELERATING INTERVENTIONS OF THE DEPARTMENT OF EDUCATION FOR FISCAL YEAR 2025**

DATE: September 9, 2025

1. Pursuant to DepEd Memorandum No. 073, S. 2025 titled *Allocation and Release of the School Innovation and Improvement Fund (SIIF) to Eligible Public Schools for Strengthening Decentralization and Accelerating Interventions of the Department of Education for Fiscal Year 2025*, this Office hereby announces the conduct of an orientation on the said Memorandum, focusing on the SIIF guidelines and procedures, on September 19, 2025 from 8:00am to 11:00am, at Buenavista Central School, Buenavista, Marinduque.
2. Participants in this activity are the DFTAT Members (CID EPSs, Division SBM Coordinator, Planning Officer, Budget Officer) and school heads of the 23 SIIF-recipient schools.
3. School heads of the recipient schools are required to personally attend the orientation; proxies will not be allowed. Participants are advised to bring their SIP and AIP to serve as ready references during the discussion. They are also required to bring laptop and pocket wi-fi.



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 ● **Fax No.:** (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

4. Enclosed are the following:
- a. DepEd Memorandum No. 073, s. 2025 (*including the list of school-recipient in this Division*)
 - b. Implementation Guide to the School Improvement and Innovation Fund (SIIF) for SY 2025-026 (tinyurl.com/2025SIIF-UserGuide)
5. Travel expenses to be incurred by the participants may be charged against local school funds subject to usual accounting and auditing rules and regulations.
6. Should there be any questions or need further information, please contact Dr. Fretzie P. Alcantara, Senior Education Program Specialist – SMM&E/Division SBM Coordinator and/or Mrs. Maita M. Lazares, Education Program Supervisor/ OIC-CES, School Governance and Operations Division.
7. Immediate dissemination of and strict compliance with the contents of this Memorandum are highly desired.

/SGOD-SMM&E-FA



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Republic of the Philippines
Department of Education

AUG 29 2025

DepEd MEMORANDUM

No. **073**, s. 2025

**ALLOCATION AND RELEASE OF THE SCHOOL INNOVATION AND IMPROVEMENT
FUND TO ELIGIBLE PUBLIC SCHOOLS TO STRENGTHEN DECENTRALIZATION
AND ACCELERATE LITERACY INTERVENTIONS OF THE DEPARTMENT
OF EDUCATION FOR FISCAL YEAR 2025**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Attached Agencies
All Others Concerned

1. Pursuant to Republic Act No. 9155, otherwise known as the Governance of Basic Education Act of 2001, and in line with the Department of Education's (DepEd) commitment to strengthen the operationalization of decentralization as embodied in DepEd Order No. 007, s. 2024, titled Policy Guidelines on the Implementation of the Revised School-Based Management System, the Department embarks on providing non-implementing public schools in 4th- and 5th-class municipalities with a School Innovation and Improvement Fund (SIIF) that primarily aims to mitigate the effects of inequities in access to education resources.

2. The SIIF shall be utilized exclusively for fiscal year 2025, to support school initiatives that target the improvement of learner performance, addressing the incidence of learning poverty as evidenced by the status of literacy and numeracy among Filipino learners.

3. To manage and ensure implementation of the SIIF, the following responsibilities shall be observed in various DepEd governance levels:

- a. Schools shall revisit and review the Priority Improvement Areas on improving literacy and numeracy based on their School Improvement Plan and Annual Implementation Plan and existing learner assessment data;
- b. Schools shall ensure that appropriate interventions are identified to address the priority improvement areas on literacy and numeracy;
- c. Schools division offices (SDOs) shall ensure alignment of identified interventions with the needs of target learners, and whenever necessary, provide feedback and technical assistance;



d. Regional offices shall continuously capacitate the SDOs as providers of technical assistance; and

e. The Central Office shall ensure the effective implementation of the policy by

i. allocating funds for school innovation and improvement;

ii. providing necessary communication and advocacy materials; and

iii. developing training programs for teachers, school heads, and other relevant DepEd personnel.

4. For more information, please contact the **Bureau of Human Resource and Organizational Development-School Effectiveness Division** through email at bhrod.sed@deped.gov.ph or telephone number (02) 8633-5397.

5. Immediate dissemination of this Memorandum is desired.


SONNY ANGARA
Secretary

Encl.:

As stated

References:

DepEd Order (Nos. 007, s. 2024) and 008, s. 2019

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

FUNDS
LEARNERS
OFFICIALS
PROGRAMS
PROJECTS
SCHOOLS

(Enclosure to DepEd Memorandum No. 073, s. 2025)

ALLOCATION AND RELEASE OF THE SCHOOL INNOVATION AND IMPROVEMENT FUND TO ELIGIBLE PUBLIC SCHOOLS TO STRENGTHEN DECENTRALIZATION AND ACCELERATE LITERACY INTERVENTIONS OF THE DEPARTMENT OF EDUCATION (DEPED) FOR FISCAL YEAR (FY) 2025

I. RATIONALE

The Department of Education (DepEd), through DepEd Order No. 007, s. 2024, or the *Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System*, promotes effective school management by fostering stakeholder collaboration to improve the learning environment. Guided by Republic Act (RA) No. 9155, the SBM Framework advances decentralized decision-making and participatory governance through mechanisms such as the School Governance Council (SGC). While the law does not mandate specific resources, it empowers schools to respond to local needs and address inequities more directly.

Despite these policies, disparities persist among schools in resources, stakeholder engagement, and access to basic education inputs. Results of the Comprehensive Rapid Literacy Assessment (CRLA) for School Year 2024–2025 show a national increase of 22 percentage points in the proportion of grade-level readers between the beginning and end of the school year (BOSY vs. EOSY). Despite this, data shows that some schools face acute challenges resulting in lower than average improvements or even backsliding of learners during the school year. Notably, many of these schools are in LGUs with below-average funding under their Special Education Fund (SEF). This demonstrates that while progress is being made nationally, inequities remain concentrated in the most disadvantaged schools and communities.

In recognition of these challenges, the School Innovation and Improvement Fund (SIIF) aims to empower under-resourced schools to implement evidence-based and locally-driven interventions to improve literacy and numeracy outcomes. The urgency of this effort is underscored by alarming national data showing that 91% of Filipino 10-year-olds struggle with reading comprehension, and many older learners perform below grade level. By directing resources to schools most affected by learning poverty, the SIIF offers a strategic way to address these learning gaps, strengthen school capacity, and promote inclusive and quality education for all learners.

II. SCOPE

All eligible public schools shall adopt the foregoing guidelines in availing of additional resources under the SIIF. The policy covers the application, process, release of funds, and other relevant information.



III. GENERAL GUIDELINES AND PROCEDURES

1. **Eligibility:** Public schools in the 4th and 5th class municipalities, which are non-implementing units, are eligible for SIIF support. The schools shall be identified by the Finance Service – Budget Division (FS-BD). See **Annex A** for the complete list of Recipient Schools.
2. **Funding Allocation:** Identified eligible schools shall receive SIIF based on the number of enrollees. The use of funds shall be subject to applicable budgeting, accounting, and auditing rules and regulations.
3. **Source and Use of Funds:** SIIF comes from the FY 2024 General Appropriations Act (RA 11975) under MOOE. With support from SDO, schools **must fully utilize the funds by December 31, 2025** following **item no. 23 of DepEd Order No. 29, s. 2019** *“only the maintaining balance and funding for outstanding checks issued, if any, should remain in the schools Bank account after the unexpended balance and net interest income earned as of December 31 of every year”*; and **section 3.5 of the NBC no. 595** *“After the end of validity period, all unreleased appropriations, unobligated allotments, and obligated allotments for goods/services/projects not yet delivered, rendered, or completed, and accepted shall revert to the unappropriated surplus of the General Fund and shall not thereafter be available for expenditure except by subsequent legislative enactment.”*
4. **Program Basis:** Activities must align with Priority Improvement Areas (PIAs) in the SIP and AIP, **focusing on literacy and numeracy goals.**
5. **Allowable Activities:** Initiatives must target improvements in basic and functional literacy and numeracy for learners in Key Stages 1–3, as defined in **DepEd Order No. 10, s. 2024**, provided that the expenses charged against the SIIF are eligible under **DepEd Order No. 008, s. 2019**, *Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses Allocation of Schools, Including Other Funds Managed by Schools*, or any other relevant policies and guidelines issued by oversight agencies and DepEd.

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IV. PROCEDURES

Process Flow on Revisiting, Aligning, Validating, and Implementing School Plans

Revisiting and Reviewing the SIP and AIP	Submitting the SIP and AIP for Quality Assurance	Implementing Initiatives
School (1st week of September) The School Community Planning Team (SPT), in collaboration with the SGC, shall revisit and review the SIP and AIP. Schools shall also use their existing learner assessment data to identify appropriate interventions focused on improving learning outcomes focused on literacy and numeracy. The identified interventions shall be encoded in the SIIF Online Form.	School (1st week of September) After the review, School Heads of eligible schools shall accomplish the SIIF Online Form, ensuring that appropriate interventions are selected based on learner needs.	School (September-December 2025) The school implements the approved projects and activities targeting the improvement of literacy and numeracy.
	SDO (Whenever necessary) SDO provides technical assistance and based on the feedback, the school updates its data inputs using the "Edit Response" feature of the SIIF Online Form.	

1. REVISITING, ALIGNING, VALIDATING, AND IMPLEMENTING SCHOOL PLANS

a. School Improvement Plan Review and Alignment

Schools shall revisit their SIP and AIP to ensure that literacy and numeracy are identified as PIAs. Further, the SGC, upon the approval of the School Head, may propose programs to the Local School Board (LSB) to support projects that enhance learners' literacy and numeracy.

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b. Submission and Quality Assurance

After reviewing the SIP and AIP, the schools shall input their PIAs on literacy and numeracy, as well as their aligned projects and activities, into the **SIIF Online Form**. The SDOs shall monitor alignment and provide feedback to schools using a **Division Validation and Monitoring Tool**.

A separate strand memorandum shall be released detailing the complete process for accomplishing the SIIF Monitoring Tools.

c. Implementation of Initiatives

Submission in the monitoring tool marks the start of implementation. Schools are expected to carry out planned activities and use SIIF effectively to address identified needs and improve learner outcomes.

2. BUDGET ALLOCATION AND FUND RELEASE

a. Computation and Distribution

The Finance Service-Budget Division (FS-BD) calculates each school's SIIF allocation based on the latest learner data from the Learners Information System (SY 2024–2025) as attached in Annex A. Funds will be released to SDOs via Sub-Allotment Release Orders (Sub-AROs) and transferred to schools as cash advances. The SDOs shall release 100% of the funds, subject to the availability of cash allocation and compliance with requirements stipulated herein.

b. Fund Utilization

Schools must use the SIIF strictly for learner performance improvement initiatives, following **COA Circular No. 2023-004**, **DepEd Order No. 29, s. 2019** and **NBC No. 595**. SIIF liquidation shall be treated independently from regular MOOE reporting.

c. Liquidation and Reporting

School-Level Reporting

School Heads shall submit monthly liquidation reports to their SDOs using prescribed templates. These reports should reflect **actual financial accomplishments**.

For school-level reporting, refer to **Annex B**, *Status of Downloaded Funds for School Innovation and Improvement*.

Consolidated Reporting

- SDOs shall review and consolidate school reports for submission to Regional Offices (ROs) using the prescribed template in **Annex B**.
- ROs evaluate and forward regional reports to the Finance Service – Accounting Division of the DepEd Central Office by the 20th of each month using the prescribed template in **Annex C**.

- The Finance Service will consolidate financial reports for submission to relevant offices. A standard reporting template will be provided. SIIF reports remain part of the regular MOOE consolidation submitted to the Finance Service.

V. MONITORING AND TECHNICAL ASSISTANCE

Central Office Oversight

The Human Resource and Organizational Development (HROD) Strand, through the BHROD-SED, leads the evaluation of the implementation of the policy. It shall coordinate with the Learning Systems Strand, and other appropriate offices for the purpose of program evaluation. Findings will inform guidelines and program improvements.

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ADDITIONAL MOOE ALLOCATION FOR FY 2025 (4th and 5th Class LGUs)						ANNEX A - ES
P/A/P: 310400100002000 - OPERATION OF SCHOOLS - ELEMENTARY						
FUND SOURCE: FY 2024 GAA, CONTINUING APPROPRIATION						
Region	Division Code	Division	Municipality	BEIS School ID	School Name	MOOE Allocation (in Pesos)
Region IVA - CALABARZON	0804004	Division of Quezon	SAMPALOC	109086	Sampaloc ES I	98,000
Region IVA - CALABARZON	0804004	Division of Quezon	SAMPALOC	109087	Sampaloc ES II (G-Hills)	67,000
		Division of Quezon Total				8,490,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109628	Garita ES	137,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109629	Julian R. Felipe ES	564,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109630	Porta Vaga ES	121,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109631	Sangley ES	130,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109632	Ladislao Diwa ES	879,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109633	Ovidio S. Dela Rosa ES	297,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109634	Bagumbuhay ES	87,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109635	Dalahican Elem. School	243,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109636	Estansuela ES	95,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109637	Manuel S. Rojas ES	429,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109638	San Lorenzo Ruiz ES	251,000
Region IVA - CALABARZON	0804009	Division of Cavite City	CAVITE CITY	109639	Sta. Cruz ES	261,000
		Division of Cavite City Total				3,494,000
Region IVA - CALABARZON Total						22,290,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109903	Bagacay ES	81,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109904	Bagtingon ES	96,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109905	Bancoro ES	59,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109906	Bicas-Bicas ES	67,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109907	Binunga ES	113,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109908	Buenavista CS	210,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109909	Caigangan ES	120,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109910	Daat PS	50,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109911	Daykitin ES	114,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109912	Libas ES	72,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109913	Lipata ES	116,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109914	Malbog ES	89,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109915	Pag-Asa ElementarySchool	57,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109916	Sihi Elementary School	91,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109917	Timbo ES	85,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109918	Tungib ES	63,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	109919	Yook ES	119,000
		Division of Marinduque Total				1,602,000

ADDITIONAL MOOE ALLOCATION FOR FY 2025 (4th and 5th Class LGUs)						ANNEX A-JHS
P/A/P: 310400100003000 - OPERATION OF SCHOOLS - JUNIOR HIGH SCHOOL						
FUND SOURCE: FY 2024 GAA, CONTINUING APPROPRIATION						
Region	Division Code	Division	Municipality	BEIS School ID	School Name	MOOE Allocation (in Pesos)
Region IVA - CALABARZON	0804004	Division of Quezon	PATNANUNGAN	308028	Busdak National High School, Patnanungan	211,000
Region IVA - CALABARZON	0804004	Division of Quezon	PATNANUNGAN	501326	Luod Integrated School	75,000
Region IVA - CALABARZON	0804004	Division of Quezon	PEREZ	501265	Severo Tejada Integrated School	95,000
Region IVA - CALABARZON	0804004	Division of Quezon	PEREZ	502447	Pambuhan Integrated School	50,000
Region IVA - CALABARZON	0804004	Division of Quezon	PITOGO	301300	Cabulihan National High School	113,000
Region IVA - CALABARZON	0804004	Division of Quezon	PITOGO	301376	Pitogo Community High School	320,000
Region IVA - CALABARZON	0804004	Division of Quezon	PITOGO	301383	Sampaloc National High School, Pitogo	96,000
Region IVA - CALABARZON	0804004	Division of Quezon	QUEZON	301313	Evaristo R. Macalintal Memorial National High School (Cor	110,000
Region IVA - CALABARZON	0804004	Division of Quezon	QUEZON	301314	Cesar C. Tan Memorial National High School	271,000
Region IVA - CALABARZON	0804004	Division of Quezon	QUEZON	301315	Pablo D. Maningas National High School (Cometa National	89,000
Region IVA - CALABARZON	0804004	Division of Quezon	QUEZON	301365	Joel B. Arquiza National High School	80,000
Region IVA - CALABARZON	0804004	Division of Quezon	SAMPALOC	308037	Adela S. Torres National High School	213,000
		Division of Quezon Total				3,072,000
Region IVA - CALABARZON Total						4,905,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	301536	Buenavista National High School - Bagacay Annex	94,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	301537	Buenavista National High School - Daykitin Annex	134,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	301538	Buenavista National High School - Lipata-Tungib Annex	92,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	301539	Buenavista National High School - Sihi Annex	85,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	301568	Yook National High School	178,000
Region IVB - MIMAROPA	0817001	Division of Marinduque	BUENAVISTA	308805	Bagtingon National High School	107,000
		Division of Marinduque Total				690,000
Region IVB - MIMAROPA	0817002	Division of Occidental Mindoro	LOOC	301584	Looc National High School	165,000
Region IVB - MIMAROPA	0817002	Division of Occidental Mindoro	LUBANG	301587	Lubang Vocational High School - Cabra Annex	78,000
Region IVB - MIMAROPA	0817002	Division of Occidental Mindoro	LUBANG	301607	Tilik National High School	127,000
		Division of Occidental Mindoro Total				370,000
Region IVB - MIMAROPA	0817004	Division of Palawan	AGUTAYA	309120	Concepcion National High School, Agutaya	352,000
Region IVB - MIMAROPA	0817004	Division of Palawan	CAGAYANCILLO	301677	Cagayancillo National High School	230,000
Region IVB - MIMAROPA	0817004	Division of Palawan	KALAYAAN	502203	Pag-asa Integrated School	50,000
Region IVB - MIMAROPA	0817004	Division of Palawan	MAGSAYSAY	301689	Danawan National High School	185,000
Region IVB - MIMAROPA	0817004	Division of Palawan	MAGSAYSAY	301696	Gaudencio Abordo Memorial National High School - Balag	93,000
Region IVB - MIMAROPA	0817004	Division of Palawan	MAGSAYSAY	301698	Gaudencio Abordo Memorial National High School - Rizal I	108,000
		Division of Palawan Total				1,018,000
Region IVB - MIMAROPA	0817005	Division of Romblon	ALCANTARA	301777	Tugdan National High School	144,000
Region IVB - MIMAROPA	0817005	Division of Romblon	ALCANTARA	302080	Melodias Imperial, Sr. National High School	92,000
Region IVB - MIMAROPA	0817005	Division of Romblon	BANTON	301778	Tungonan National High School	70,000

SY 2025-2026



AN IMPLEMENTATION GUIDE TO THE SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF)

A detailed instruction on the implementation and monitoring
of the School Innovation and Improvement Fund

DEPED MEMORANDUM 073, S. 2025 - ALLOCATION AND RELEASE OF THE
SCHOOL INNOVATION AND IMPROVEMENT FUND TO ELIGIBLE PUBLIC
SCHOOLS TO STRENGTHEN DECENTRALIZATION AND ACCELERATE LITERACY
INTERVENTIONS OF THE DEPARTMENT OF EDUCATION FOR FISCAL YEAR 2025

SIIF USER GUIDE





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ABOUT THE SIIF

- a) List of Acronyms
 - b) Overview of SIIF
 - c) Roles and responsibilities
 - d) General Process Flow of SIIF
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- 

LIST OF ACRONYMS

AIP:	Annual Implementation Plan
CID:	Curriculum Implementation Division
CO:	Central Office
DFTAT:	Division Field Technical Assistance Team
FS-BD:	Finance Service – Budget Division
FTAD:	Field Technical Assistance Division
LGUs:	Local Government Units
MOOE:	Maintenance and Other Operating Expenses
Non-IUs:	Non-Implementing Units
ORD:	Office of the Regional Director
OSDS:	Office of the Schools Division Superintendent
PIAs:	Priority Improvement Areas
RD:	Regional Director
RO:	Regional Office
SBM:	School-Based Management
SDO:	Schools Division Office
SDS:	Schools Division Superintendent
SIIF:	School Innovation and Improvement Fund
SIP:	School Improvement Plan
SGC:	School Governance Council
SGOD:	School Governance and Operations Division
SLRs:	Supplementary Learning Resources
SMME:	School Management Monitoring & Evaluation
SPT:	School-Community Planning Team

OVERVIEW OF SIIF

The Department of Education (DepEd) has recently issued guidelines on the School Innovation and Improvement Fund (SIIF)—a supplementary fund designed to support schools in implementing data-driven interventions that address literacy and numeracy gaps to improve overall learner outcomes. The SIIF is aligned with the Department's broader commitment to promoting inclusive, equitable, and quality education, while also strengthening decentralization and shared accountability.

To facilitate the implementation of these guidelines, online forms and monitoring tools have been developed. These tools are intended to help schools and governance levels document, validate, implement, and track the progress of SIIF interventions. They are designed to strengthen transparency, ensure accuracy, and promote evidence-based reporting throughout the implementation process.

This User Guide is developed to assist school, division, and regional personnel in understanding the SIIF guidelines and implementation arrangements.

SPECIFICALLY, THE GUIDE AIMS TO:

1 CLARIFY

the roles and responsibilities of each governance level and the process flow for SIIF implementation

2 GUIDE

users in identifying allowable activities and baseline restrictions to ensure proper use of funds.

3 SUPPORT

users in navigating and completing the tool, including procedures and the process flow for data collection

ROLES AND RESPONSIBILITIES



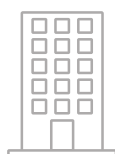
Central Office (CO)

a. Office of the Undersecretary for Human Resource and Organizational Development (OUHROD)

- Provides the implementing guidelines on the SIIF
- Disseminates the DepEd Memorandum No. 073, s. 2025 to the Regional Offices (ROs)
- Issues advocacy materials to support effective and efficient implementation across the governance levels
- Analyzes the physical accomplishment of the SIIF
- Conducts policy orientations and provides technical assistance to DepEd ROs and SDOs

b. Office of the Undersecretary for Finance

- Prepares the list of public schools in the 4th and 5th class LGUs eligible for the SIIF
- Provides the necessary templates for the budget utilization reporting
- Consolidates the Regional budget utilization reports
- Coordinates with the OUHROD in the analysis of the financial and physical accomplishments of the SIIF policy
- Supports the conduct of policy dissemination and implementation



Regional Office (RO)

- The Office of the Regional Director (ORD), through the Field Technical Assistance Division (FTAD) disseminates the DepEd Memorandum to its Schools Division Offices (SDOs), Office of the Schools Division Superintendent (OSDS)
- The Regional SBM Coordinator (Education Program Supervisor, FTAD) validates the correctness and completeness of submission of Schools Division Offices.
- The Regional SBM coordinator submits the certificate of completion, signed by the Regional Director (RD), to the CO.
- ROs evaluate and forward regional reports to the Finance Service – Accounting Division of the DepEd Central Office by the 20th of each month using the prescribed template in Annex C. **Download a copy of the template through this link: tinyurl.com/SIIFAnnexC**

ROLES AND RESPONSIBILITIES



Schools Division Office (SDO)

- The OSDS, through the School Governance and Operations Division (SGOD), disseminates the DepEd Memorandum to its schools.
- The SGOD mobilizes members of its Division Field Technical Assistance Team (DFTAT) to focus on the validation and monitoring of SIIF interventions and provide necessary technical support.
 1. The **Division SBM Coordinator** (Senior Education Program Specialist, SGOD-School Management Monitoring & Evaluation (SMME) unit)
 2. One member from the **SGOD-Planning unit**
 3. One member from the **Curriculum Implementation Division (CID)**

Important Note: The members of the DFTAT work together to ensure that the school's SIP is strategic, data-driven, aligned with the objective of the SIIF, and check for consistency in the identified learner beneficiaries.

- The Division SBM coordinator submits the certificate of completion, signed by the Schools Division Superintendent (SDS), to the RO.
- SDOs shall review and consolidate school reports for submission to Regional Offices (ROs) using the prescribed template in Annex B. **Download a copy of the template through this link: tinyurl.com/SIIFAnnexB**

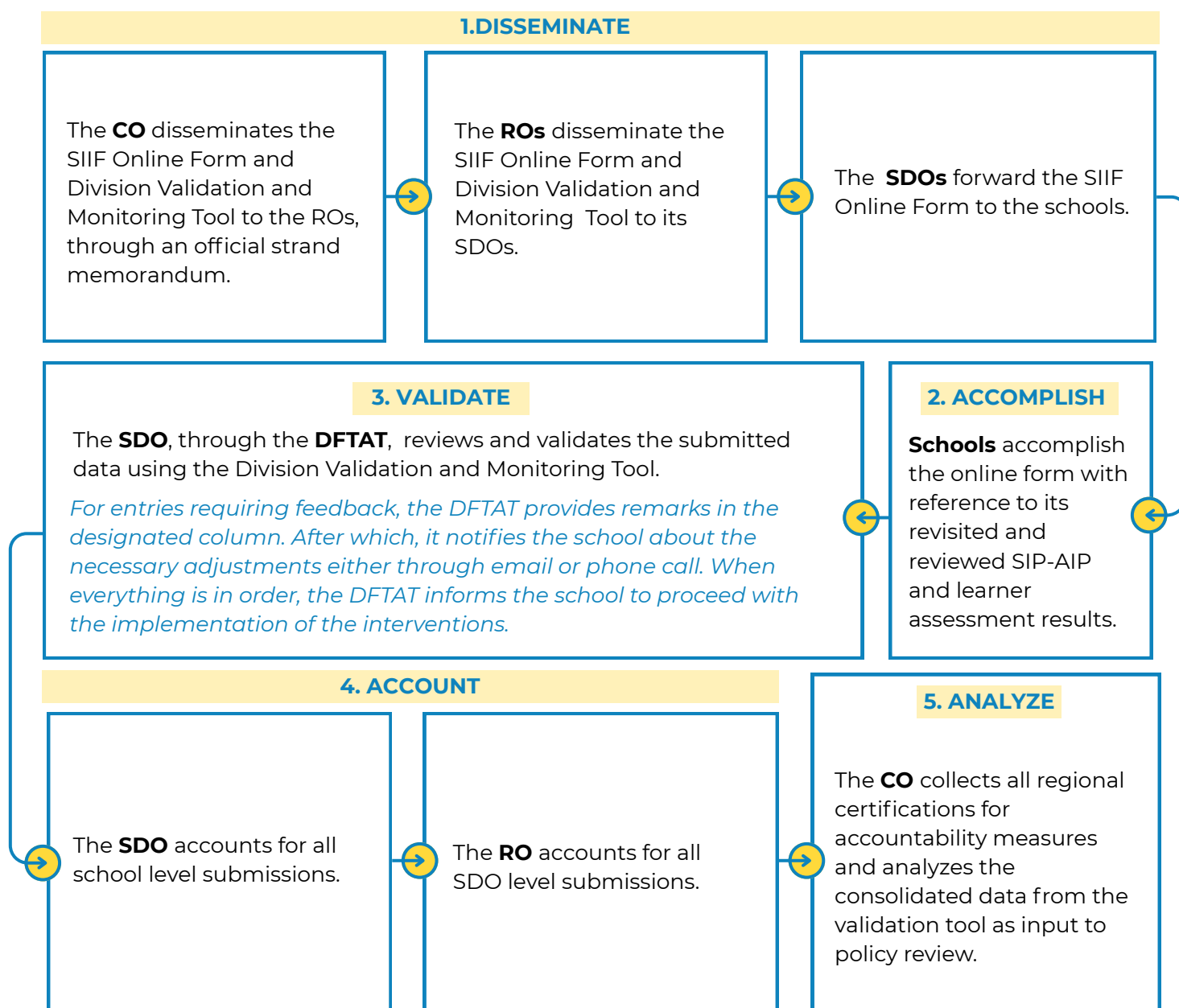


Schools

- The School-Community Planning Team (SPT) ensures intervention alignment in addressing literacy and numeracy gaps.
- The School Head, assisted by a non-teaching personnel, submits monthly liquidation reports using the prescribed template. **Refer to Annex B, Status of Downloaded Funds for School Innovation and Improvement.**
- Internal and External stakeholders work together in promoting and monitoring efficient fund utilization and improvement of learner performance.

GENERAL PROCESS FLOW

on the implementation and monitoring of the SIIF



SCHOOLS PROCESS FLOW

on the implementation and monitoring of the SIIF

1. REVIEW

The SPT, in collaboration with the SGC, revisits and reviews the SIP and AIP. Schools also utilize existing learner assessment data to identify targeted interventions that improve learning outcomes, particularly in literacy and numeracy.

2. ACCOMPLISH

Schools accomplish the SIIF Online Form based on the identified interventions.

- Specifically, when there are no PIAs and interventions in the approved SIP-AIP targeting the improvement of learner performance, the school may select from the identified interventions and then proceed with completing the online form.
- On the other hand, when PIAs and interventions have already been declared in the approved SIP-AIP, the school checks whether these are equivalent to any identified intervention in the online form, and selects accordingly. Otherwise, the interventions can be an input under the "add intervention" question.

4. UPDATING OF SIIF UTILIZATION

Schools shall provide SIIF utilization update every 4th week period of October, November, and December by returning to the same SIIF Online Form to edit response on the SIIF utilization Monitoring section.

3. IMPLEMENTATION

Schools implement approved interventions, ensuring the effective and efficient use of the SIIF to address identified learning needs and improve learner outcomes.

APPROVED

If validated as approved, schools may proceed with implementation.

PENDING APPROVAL

(Disapproved, Marking Error, Incomplete Validation, Approval Error, Unvalidated, No Submission)

If marked as pending approval, the DFTAT, shall provide technical assistance. Schools shall revise and resubmit within the deadline set by the DFTAT.

5. POST-IMPLEMENTATION ASSESSMENT

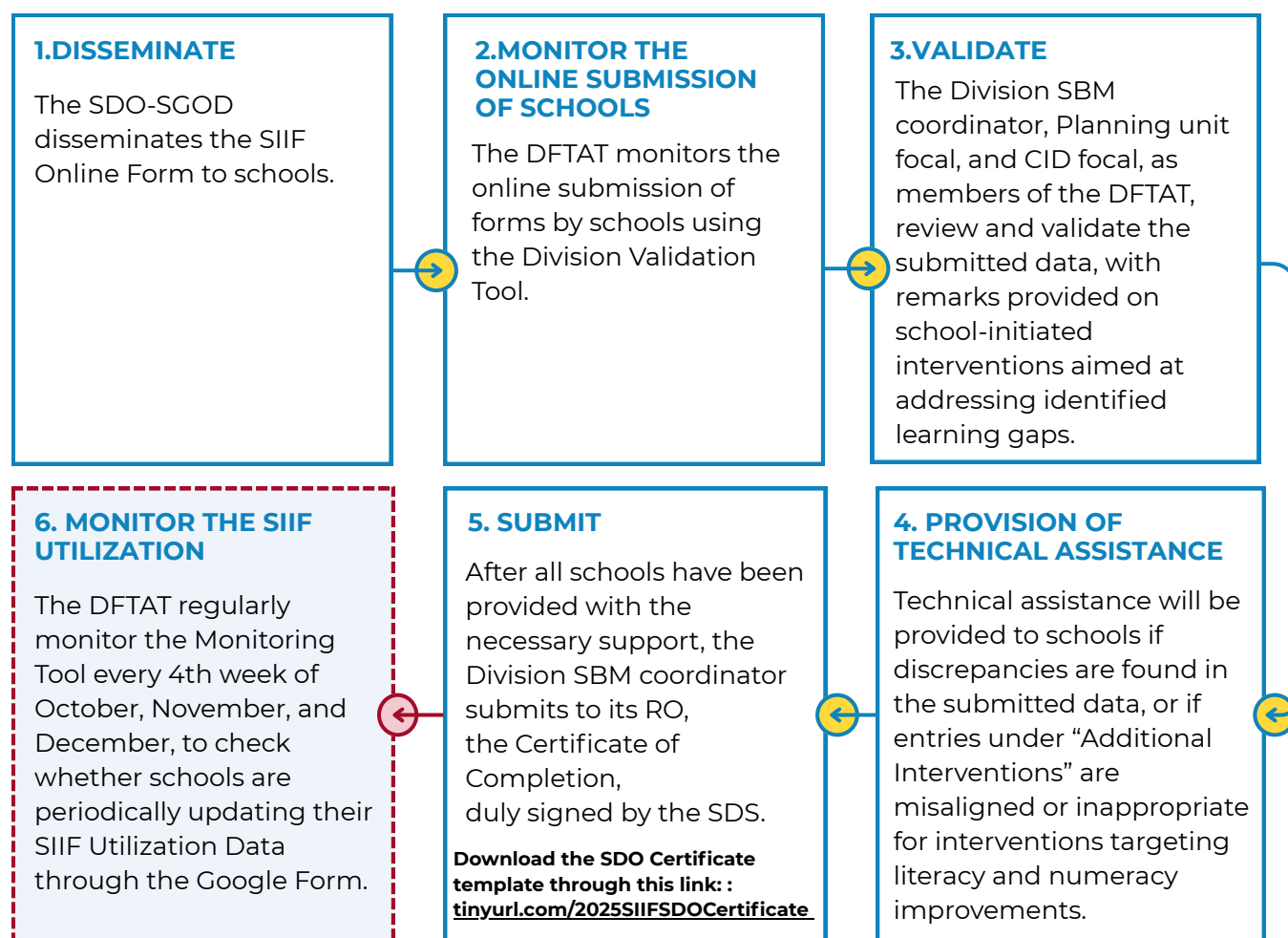
Schools conduct a post-implementation assessment during the 4th quarter of the school year to determine the impact of the interventions.

6. SUBMISISON OF ACCOMPLISHMENT REPORT

Schools complete and submit their accomplishment report through the this link:
tinyurl.com/2025SIIFAccomplishmentReport

SDOs PROCESS FLOW

on the implementation and monitoring of the SIIF



Important Note: The Regional SBM coordinator submits to the CO, the certificate of completion, duly signed by the RD.
Download the RO Certificate template through this link: tinyurl.com/2025SIIFROCcertificate.
Access the RO Submission Form through this link: tinyurl.com/2025SIIFROSubmissionForm

ALLOWABLE ACTIVITIES

The use of the School MOOE, including the SIIF, is guided by **DepEd Order No. 008, s. 2019** (*Revised Implementing Guidelines on the Direct Release, Use, Monitoring, and Reporting of Maintenance and Other Operating Expenses Allocation of Schools, including Other Funds Managed by Schools*).

Simply put, any SIIF-related expense should be part of the activities identified in the school's approved SIP for the current year, specifically those targeting improvements in literacy and numeracy. These activities must also be reflected in the AIP, which follows the calendar year format.

To determine allowable activities under the SIIF, schools and Schools Division Offices (SDOs) should ensure that proposed interventions:



Are identified in the [approved SIP and AIP](#), provided that they target improvement of learner performance



OR [Align with the SIIF objectives](#), specifically:

a. Enhancing literacy skills

b. Enhancing numeracy skills



AND/OR Any [expenditure allowed under existing MOOE guidelines](#) is used only if it directly supports initiatives aimed at improving learning outcomes.

BASELINE RESTRICTIONS

All general prohibitions on the use of School MOOE, as provided under **DepEd Order No. 008, s. 2019**, shall continue to apply. These include, among others:

- Procurement of school furniture, such as seats and teacher's tables and chairs (except laboratory and workshop furniture not provided by the Central, Regional, or Division Offices);
- Procurement of textbooks; and
- Procurement of other supplementary learning resources (SLRs), including publications, periodicals, and review materials.

Additional SIIF Constraints

To ensure that SIIF resources remain focused on literacy and numeracy interventions, the following expenditures are discouraged and should generally not be charged against the SIIF:

- Hiring and payment of salaries for additional teaching or non-teaching staff;
- Payment of professional fees or honoraria;
- Payment of utility bills (electricity, water, internet, etc.);
- Purchase or reproduction of NAT reviewers and other standardized test materials;
- Procurement of commercially available instructional materials;
- Field trips and other educational excursions;
- Purchase of equipment, unless otherwise specified in program guidelines;
- Activities already funded by other national programs, special projects, or subsidies (e.g., SBFP, BLR-provided resources, or other DepEd-funded initiatives); and
- Gifts or tokens for DepEd monitoring teams or Technical Assistance providers.

FREQUENTLY ASKED QUESTIONS

A quick reference to possible common questions and clarifications regarding the implementation of the SIIF Guidelines.

Q: What is the School Innovation and Improvement Fund (SIIF)?

[FAQ](#)

A: The SIIF is a supplementary fund charged against the MOOE allocation under the “Operations of Schools” line item in the FY 2024 General Appropriations Act (GAA) to support addressing learning gaps in Non-IUs Public Schools in 4th and 5th class LGUs.

Q: What is the purpose of SIIF?

[FAQ](#)

A: The purpose of SIIF is to provide funding support to data-driven interventions that improve learner performance in literacy and numeracy, particularly in Key Stages 1 to 3.

Q: How does the SIIF strengthen School-Based Management (SBM)?

[FAQ](#)

A: The SIIF strengthens SBM by enabling schools to implement data-driven, locally initiated interventions that address learning gaps. It supports decentralized decision-making and promotes equity in improving learning outcomes.

Q: Which schools are eligible to receive SIIF?

[FAQ](#)

A: Only non-IU public Elementary and Junior High schools in 4th and 5th class LGUs are eligible. The Finance Service – Budget Division (FS-BD) has identified all eligible schools for SY 2025-2026. **See Annex A of DM No. 073, s. 2025 for the official list of eligible schools.**

FREQUENTLY ASKED QUESTIONS

A quick reference to possible common questions and clarifications regarding the implementation of the SIIF Guidelines.

Q: How is the SIIF allocation determined per school?

FAQ

A: Allocations are based on the school's latest enrollment data from the Learners Information System (LIS) for SY 2024–2025. The FS-BD calculates the allocation accordingly.

Q: What are the allowable uses of SIIF funds in schools?

FAQ

A: Funds must be used exclusively for interventions addressing literacy and numeracy gaps.

Q: Are there activities not allowed to be funded by the SIIF?

FAQ

A: Yes. The use of SIIF funds must strictly adhere to the provisions of DepEd Order No. 008, s. 2019, and other relevant policies and guidelines. Any expenditures that are unauthorized, non-compliant, or unrelated to the fund's intended objectives are prohibited.

Q: How should schools determine appropriate SIIF interventions?

FAQ

A: Schools must:

- Review their SIP and AIP
- Identify PIAs focused on literacy and numeracy
- Initiatives must be based on actual learner performance data

FREQUENTLY ASKED QUESTIONS

A quick reference to possible common questions and clarifications regarding the implementation of the SIIF Guidelines.

Q: Are school interventions funded through SIIF subject to approval?

FAQ

A: Yes. Schools must submit their identified interventions through the SIIF Online Form for review. Once submitted, the SDO will validate each intervention using the Division Validation Tool to ensure alignment with SIIF objectives. Approval is required before implementation.

Q: How should SDOs assist schools with misaligned or no identified interventions in literacy and numeracy?

FAQ

A: SDOs should assist schools by providing needs-based technical assistance using the Division Validation Tool, helping them review and revise their existing interventions to align with literacy and numeracy priorities. This includes guiding schools in analyzing learner data, selecting or identifying appropriate strategies, and ensuring that revisions are finalized and approved before implementation.

Q: How and when will funds be released to schools?

FAQ

A: Funds are released to SDOs through Sub-Allotment Release Orders (Sub-AROs). SDOs will then transfer funds to schools as cash advances. All funds must be disbursed by December 31, 2025.

NAVIGATING THE SIIF ONLINE FORM DIVISION VALIDATION AND MONITORING TOOL

a) School Innovation and Improvement Fund Online Form

- Objectives of SIIF Online Form
- Steps to complete the Online Form

b) School Innovation and Improvement Fund Division Validation Tool

- Objectives of Division Validation Tool
- Steps to complete the Division Validation Tool

c) School Innovation and Improvement Fund Division Monitoring Tool

- Objectives of Division Monitoring Tool
- Steps to complete the Division Monitoring Tool

SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) ONLINE FORM



Google Forms

The SIIF Online Form is intended to be accomplished by eligible schools of the SIIF, specifically non-implementing unit (Non-IU) public schools in 4th and 5th class LGUs.

Objective of SIIF Online Form

To provide a standard tool for documenting school-based interventions that address learning gaps in literacy and numeracy.

Prerequisites

- SIP and AIP
- Learner Assessment Data

Steps to Accomplish the SIIF Online Form:

STEP 1 Access the SIIF Online Form.

STEP 2 Accomplish the SIIF Online Form.

Important Note: To begin entering data, tick the box to record your email address to receive a copy of your responses.

To start...

Access the SIIF Online Form link, begin by reading the **Overview**, then carefully review the **Instructions** to understand the process. Read the **School Head's Statement of Understanding** before proceeding to fill in the required data.

OVERVIEW

DepEd promotes effective school management through the **School-Based Management (SBM) Framework**, which encourages decentralized decision-making and active stakeholder participation. With the persistent disparities in resources and the SIIF is proposed to support SBM by empowering under targeted, data-driven interventions, particularly in response learning gaps.

The **SIIF Online Form** shall serve as a tool to document the interventions of Non-IU public schools in 4th and 5th class learning gaps and promoting inclusive, quality education.

The results of this form shall guide the **Division Field Technical Assistance Team (DFTAT)** in providing appropriate technical assistance, part AIPs submitted by recipient schools and evaluating the idea improving literacy and numeracy performance.

INSTRUCTIONS

The SIIF Online Form is composed of the following sections:

1. Overview
2. Instructions
3. Statement of Understanding
4. School Profile
5. School Improvement Plan and Annual Implementation Plan Data
6. SIIF Utilization Monitoring

Under the Data section of the School Improvement Plan and Annual Implementation Plan, the form will require you to provide your proposed interventions for SY 2025-2026 to address your school's literacy and numeracy gaps, along with the target number of beneficiaries.

IMPORTANT!

SCHOOL HEAD'S STATEMENT OF UNDERSTANDING

*I have read and fully understand the contents of this section of the School Innovation and Improvement Fund Online Form. Thus, as the **School Head** assigned to complete this form, I confirm that all information that will be shared through this Online Form is true and correct. I also understand the confidentiality requirements of all data.*

Input the School Head's Complete Name.

Follow this format: First Name, Middle Initial, Surname
Example: Christian F. Mendoza

By agreeing to this Statement of Understanding, please print your full name below. This will serve as your electronic signature for this form. *

(Format: First Name, Middle Initial, Surname)

Example: Christian F. Mendoza

Your answer

Select the Schools Division Office

SCHOOL PROFILE
Please be mindful of your selections below.
SCHOOL DIVISION OFFICE * Please select your School Division Office
Choose ▼

Select the Level of Education

Schools under SDO Division of Abra
Level of Education * Note: For Integrated Schools, please accomplish this tool separately—one (1) for Elementary and one (1) for Secondary School
☐ Elementary School
☐ Secondary School

Select the correct School ID and School Name

[ELEMENTARY] School Name and School ID	[SECONDARY] School Name and School ID
[ELEMENTARY] School Name and School ID * Please select your School ID and School Name	[SECONDARY] School Name and School ID * Please select your School ID and School Name
☐ 135673 Bayabas ES	☐ 305157 Sablan National High School
☐ 135675 Ebbes ES	☐ 502618 Omas Ampaguey Integrated School
☐ 135676 Jose Gonzales ES	☐ 305164 Tublay National Trade High School
☐ 135677 Michael G. Angel Elementary School	
☐ 135678 Mating Mang-osan ES	
☐ 135679 Palali ES	
☐ 135680 Pappa MG School	
☐ 135681 Sablan CS	
☐ 135682 Talete MG School	

Next...

After entering the school's basic information, this section should contain the details of the identified SIIF interventions.

SCHOOL IMPROVEMENT PLAN & ANNUAL IMPLEMENTATION PLAN DATA

The data to be requested in this section pertains to your school's priority areas in literacy and numeracy and your proposed SIIF interventions.

Please ensure you have copies of your School Improvement Plan, Annual Implementation Plan, and your school's learning assessment results on hand when completing this form for easier reference.

Important Note: Make sure you have a copy of your SIP-AIP while accomplishing this form.

Select Identified Interventions.

Select from the pre-identified interventions based on your reviewed school's SIP and AIP for SY 2025–2026. Specify target beneficiaries per intervention.

Interventions on Literacy and Numeracy

- ARAL (Reading, Science, Math)
- Remediation (other subjects)
- Enhancement/Enrichment

The image displays three overlapping screenshots of the 'SIIF Supported Interventions' form. Each screenshot shows a section for a specific intervention type with a title, a reminder to be mindful of selections, and a question with radio button options.

- ARAL ***
Is ARAL one of your interventions under SIIF policy?
☒ Yes
☐ No
- REMEDICATION ***
Is Remediation one of your interventions under SIIF policy?
☐ Yes
☐ No
- ENHANCEMENT/ENRICHMENT ***
Is Enhancement/Enrichment one of your interventions under SIIF policy?
☐ Yes
☐ No

Select the target beneficiaries for the identified intervention.

Who are your target beneficiaries for ARAL? *

Please be mindful of your selection. Multiple selections are allowed.

- ☐ K
- ☐ G1
- ☐ G2
- ☐ G3
- ☐ G4
- ☐ G5
- ☐ G6
- ☐ G7
- ☐ G8
- ☐ G9
- ☐ G10

Input the budget estimate for the specific identified intervention.

How much fund will be used for ARAL as an intervention? *

Please provide at least an estimated amount.

Your answer

Select the activities under the specific identified intervention.

What are the activities under ARAL intervention? *

Please be mindful of your selection. Multiple selections are allowed.

- ☐ Create learning materials
- ☐ Conduct school-level learning action cell
- ☐ Purchase supplies and materials for classroom activities
- ☐ Purchase food/food ingredients for feeding
- ☐ Minor repairs to improve learning environment
- ☐ Print or reproduce created learning materials
- ☐ Other Activities (please specify below)

Enter any additional activities that are not included in the provided list, if applicable.

Additional activities under ARAL Intervention. *

Please provide your additional activities under ARAL Intervention.

Text Format: Monitoring and Evaluation, Learner Motivation Support, Parent Community Engagement

Type "Not Applicable" if None

Your answer

Input Additional Intervention (if necessary).

- If there are no additional interventions, select **No** to proceed.
- If there are additional interventions, select **Yes** and provide the required details, following the same format used for the pre-identified interventions.

Other SIIF Supported Interventions

Do you have other SIIF Supported Intervention? *

☐ Yes

☐ No

Enter the total number of target beneficiaries.

For each grade level from Kindergarten to Grade 10, indicate the number of learners who will benefit from the identified interventions.

- Enter **0** if there are no beneficiaries for a specific grade level.
- Enter the **exact and correct number** of beneficiaries for each grade level included in the intervention.

How many is your total target beneficiaries per grade level across all your proposed SIIF Supported Interventions?

Kinder *

Type 0 if none.

Your answer

G1 *

Type 0 if none.

Your answer

G2 *

Type 0 if none.

Your answer

G8 *

Type 0 if none.

Your answer

G9 *

Type 0 if none.

Your answer

G10 *

Type 0 if none.

Your answer

Back

Next

Clear form

To Finish...

This section of the SIIF Online Form is for utilization monitoring. To understand how to complete and update this part of the form, read the following **instructions** carefully before proceeding.

Select the appropriate option based on the month you are completing the SIIF Online Form. Please note that the form must be updated every 4th week of October, November, and December.

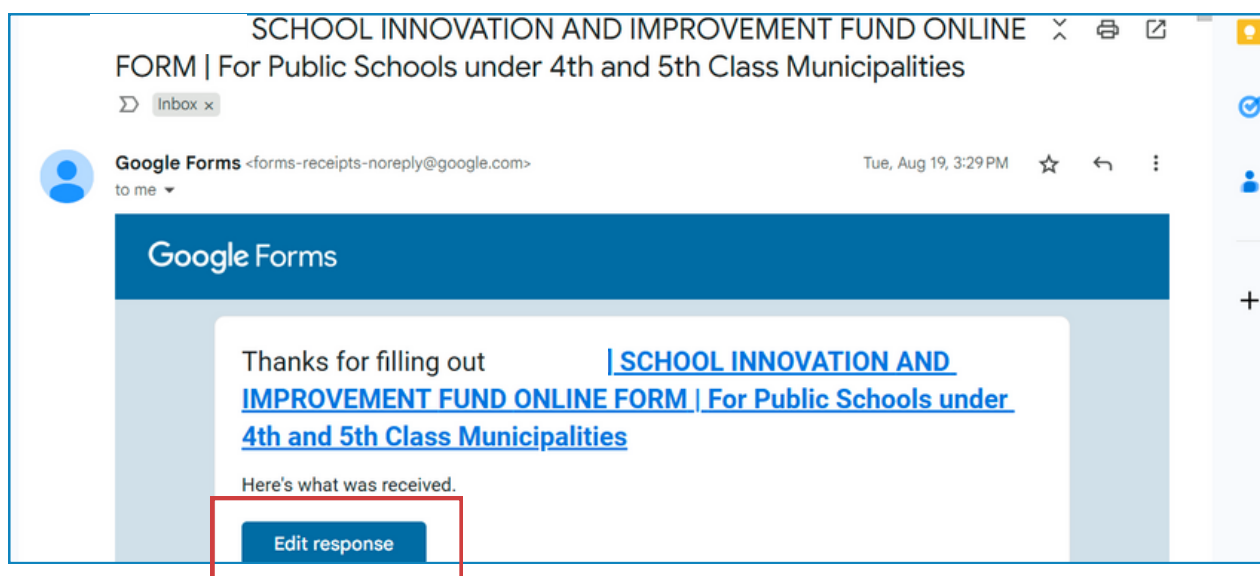
Would you like to proceed with the updating of SIIF Utilization Data? *

- ☐ It is currently the month of September, no SIIF expenditure updates are required at this time.
- ☐ It is now the scheduled period, I am submitting my quarterly expenditure update for the SIIF-supported interventions.

Select **Option 1** if it is currently September. You will then be directed to the **submission button**. An email receipt and a copy of your submission will be sent to you.

To update your SIIF Utilization entry, **go back to your confirmation email**, click **“Edit response”**, and proceed to the **Utilization Monitoring section**. Do not submit a new form using a different email, as this may cause data errors.

Select **Option 2** if it is your scheduled time for updating expenditures. You will then be directed to the next question on SIIF utilization.



Select the quarter that corresponds to your expenditure update.

PERIOD *

☐ October 2025

☐ November 2025

☐ December 2025

Enter the exact amount utilized for each intervention identified in your school. Input 0 if the intervention is not applicable.

Period: Oct 2025 | SIIF UTILIZATION MONITORING

If it is already the **4th week of October**, please provide your SIIF Utilization Data for the following SIIF-supported interventions.

Period: October 2025 | ARAL: SIIF Supported Intervention *
Type 0 if Not Applicable.
Your answer

Period: October 2025 | REMEDIATION: SIIF Supported Intervention *
Type 0 if Not Applicable.
Your answer

Period: October 2025 | ENRICHMENT/ENHANCEMENT: SIIF Supported Intervention *
Type 0 if Not Applicable.
Your answer

Select the submit button.

Once all required data is completed, carefully read the submission notice before clicking the **Submit** button.

A copy of your responses will be emailed to melanie.villareal@deped.gov.ph.

SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) DIVISION VALIDATION TOOL



Google Sheets

The **Division Validation Tool** is an online Google Sheet used by the DFTAT for validating SIIF interventions. It must be completed online and is accessible only to authorized personnel. DFTAT has edit access to accomplish the tool, while the RFTAT is granted view-only access.

Objective of SIIF Validation Tool

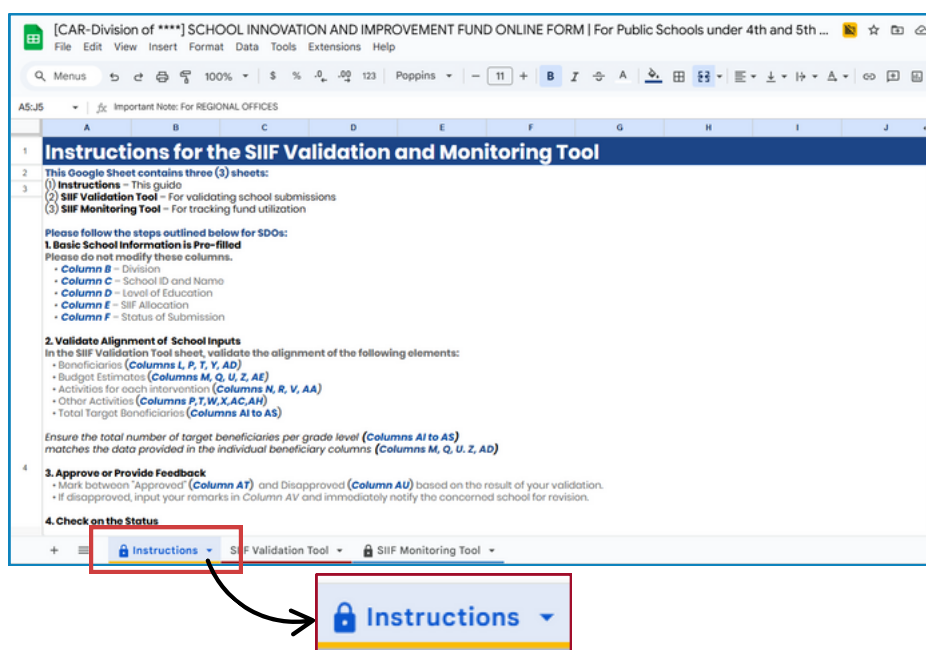
To validate data-driven initiatives that address learning gaps, with a particular focus on improving learning outcomes in literacy and numeracy.

Steps to complete the Division Validation Tool:

STEP 1

Go to Instructions sheet.

Read the instructions on the first sheet for clear guidance on using the Division Validation and Monitoring Tool.



STEP 2

Go to SIIF Validation Tool sheet.

Note: The screenshot is for guidance purposes only.

School Innovation and Improvement Fund Validation Tool
Division of 76

76 No. of Funded Schools
0 No. of Schools Approved
0.00% Completion Rate of Approved Schools

SCHOOL IMPROVEMENT PLAN & ANNUAL IMPLEMENTATION P
SIIF SUPPORTED INTERVENTIONS AND BENEFICIARIES
ARAL (Reading, Science, Math)

No.	Division	School ID and School Name	Level of Education	SIIF (each school)	Status	Beneficiaries	Budget Estimate	Activities	Other Activities	Beneficiaries
1	Division of Abra	10579 Buclos ES	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
2	Division of Abra	10579 Dabalo ES	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
3	Division of Abra	10582 Dactigan ES	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
4	Division of Abra	10588 Lingay Elementary School	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
5	Division of Abra	10578 Cabaayan ES	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
6	Division of Abra	10578 Dagupan Central School	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
7	Division of Abra	10582 Pao ES	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
8	Division of Abra	10587 Marikina Elementary School	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
9	Division of Abra	10528 Bulbulos ES	Elementary School	\$75,000.00	NO SUBMISSION	#N/A				
10	Division of Abra	10529 Condon ES	Elementary School	\$67,000.00	NO SUBMISSION	#N/A				
11	Division of Abra	10529 Gungahon Elementary School	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
12	Division of Abra	10532 St. Bernard's Elementary School	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
13	Division of Abra	10534 Ligu ES	Elementary School	\$58,000.00	NO SUBMISSION	#N/A				
14	Division of Abra	10535 Mula-bago ES	Elementary School	\$75,000.00	NO SUBMISSION	#N/A				
15	Division of Abra	10527 Munding ES	Elementary School	\$77,000.00	NO SUBMISSION	#N/A				
16	Division of Abra	10540 Pindig ES	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				
17	Division of Abra	10546 San Gregorio ES	Elementary School	\$80,000.00	NO SUBMISSION	#N/A				
18	Division of Abra	10546 San Gregorio ES	Elementary School	\$50,000.00	NO SUBMISSION	#N/A				

SIIF Validation Tool

STEP 3

Review the Basic School Information

Please do not modify these columns.

Column B
Division

Column C
School ID and
School Name

Column D
Level of
Education

Column E
SIIF Allocation

Column F
Status

School Innovation and Improvement Fund Validation Tool					
Division of ****					
27		0	0.00%		
No. of Funded Schools		No. of Schools Approved	Completion Rate of Approved Schools		
27		0	0		
No. of Schools with No Submission		No. of Schools Unsubmitted	No. of Schools Disapproved		
No.	Division	School ID and School Name	Level of Education	SIIF (each school)	Status
1	Division of Batanes	10231 Santa Barbara School	Elementary School	\$50,000.00	NO SUBMISSION
2	Division of Batanes	10232 Chonorian Elementary School	Elementary School	\$50,000.00	NO SUBMISSION
3	Division of Batanes	10233 Diptan Elementary School	Elementary School	\$50,000.00	NO SUBMISSION
4	Division of Batanes	10234 Tukon Elementary School	Elementary School	\$50,000.00	NO SUBMISSION
5	Division of Batanes	501736 Valugan Integrated School	Elementary School	\$50,000.00	NO SUBMISSION
6	Division of Batanes	10235 Ibayat Central School	Elementary School	\$50,000.00	NO SUBMISSION

STEP 4

Validate Alignment of School Inputs

In the SIIF Validation Tool sheet, validate the alignment of the following elements:

- Beneficiaries (**Columns M, Q, U, Z, AE**)

SIIF SUPPORTED INTERVENTIONS AND BENEFICIARIES			
ARAL (Reading, Science, Math)			
Beneficiaries	Budget Estimate	Activities	Other Activities
#N/A			
#N/A			
#N/A			
#N/A			
#N/A			

- Budget Estimates (**Columns N, R, V, AA, AF**)

SIIF SUPPORTED INTERVENTIONS AND BENEFICIARIES			
ARAL (Reading, Science, Math)			
Beneficiaries	Budget Estimate	Activities	Other Activities
#N/A			
#N/A			
#N/A			
#N/A			

- Activities for each intervention (**Columns O, S, W, AB, AG**)

SIIF SUPPORTED INTERVENTIONS AND BENEFICIARIES			
ARAL (Reading, Science, Math)			
Beneficiaries	Budget Estimate	Activities	Other Activities
#N/A			
#N/A			
#N/A			
#N/A			
#N/A			

- Other Activities (**Columns P, T, X, AC, AH**)

SIIF SUPPORTED INTERVENTIONS AND BENEFICIARIES											
ARAL (Reading, Science, Math)											
Beneficiaries	Budget Estimate	Activities						Other Activities			
#N/A											
#N/A											
#N/A											
#N/A											
#N/A											
#N/A											

- Total Target Beneficiaries (**Columns AI to AS**)

AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
TOTAL TARGET BENEFICIARIES PER GRADE LEVEL										
Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10

Note: Ensure the total number of target beneficiaries per grade level (**Columns AI to AS**) matches the data provided in the individual beneficiary columns (**Columns M, Q, U, Z, AE**)

STEP 5

Approve or Provide Feedback

- Mark between "Approved" (**Column AT**) and "Disapproved" (**Column AU**) based on the result of your validation.
- If disapproved, input your **Remarks/Comments** in (**Column AV**) and immediately notify the concerned school for revision.

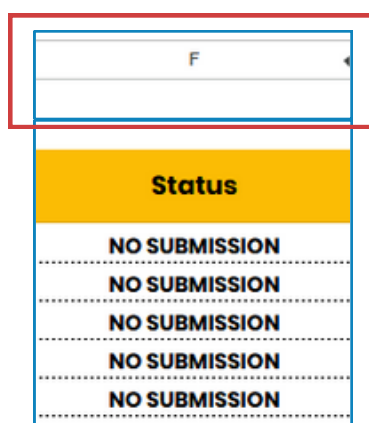
AT	AU	AV
VALIDATION *Mark only one*		REMARKS/COMMENTS
Approved	Disapproved	(Provide Remarks/Comments if 'Disapproved')
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	

STEP 6

Check on the Status

After completing the validation and giving feedback, refer to the '**Status**' column (**Column F**) to view the results.

Please note the following possible results, as they may require your attention for changes in your validation:



Status
NO SUBMISSION
NO SUBMISSION
NO SUBMISSION
NO SUBMISSION
NO SUBMISSION

- **Approved** – All data are accurate and complete; no further revisions are needed.
- **Disapproved** – There is a data misalignment or inconsistency. Notify the concerned school for revision.
- **Marking Error** – Both "**Approved**" and "**Disapproved**" were selected; only one should be chosen.
- **Incomplete Validation** – Marked as "**Disapproved**" but no remarks were provided.
- **Approval Error** – Marked as "**Approved**" but a remark was still indicated, suggesting an issue to be addressed.
- **Unvalidated** – Data has been submitted and/or commented on, but the validation checkbox remains unmarked.
- **No Submission** – No data has been submitted for validation.

STEP 7

Provide Technical Assistance as necessary

Based on the status of the data entry of the school, if revisions are needed, please do the following:

- Contact the school. **Provide feedback on what should be revised.**
- Guide the school on how to edit the responses by instructing them to open the confirmation email from their initial Google Form submission, click "Edit response", update the necessary fields and resubmit the form.

Please remind the schools that they may only edit their responses once they have received feedback from the SDO. Any editing without instructions or guidance from the SDO is strictly prohibited.

SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) DIVISION MONITORING TOOL



Google Sheets

The **Division Monitoring Tool** is a separate sheet within the Division Validation Tool, which will be used by the DFTAT for the periodic monitoring of SIIF Utilization. The DFTAT and RFTAT are granted view-only access to monitor the schools' updates. Schools are required to update the Google Form every 4th week of October, November, and December.

Objective of Division Monitoring Tool

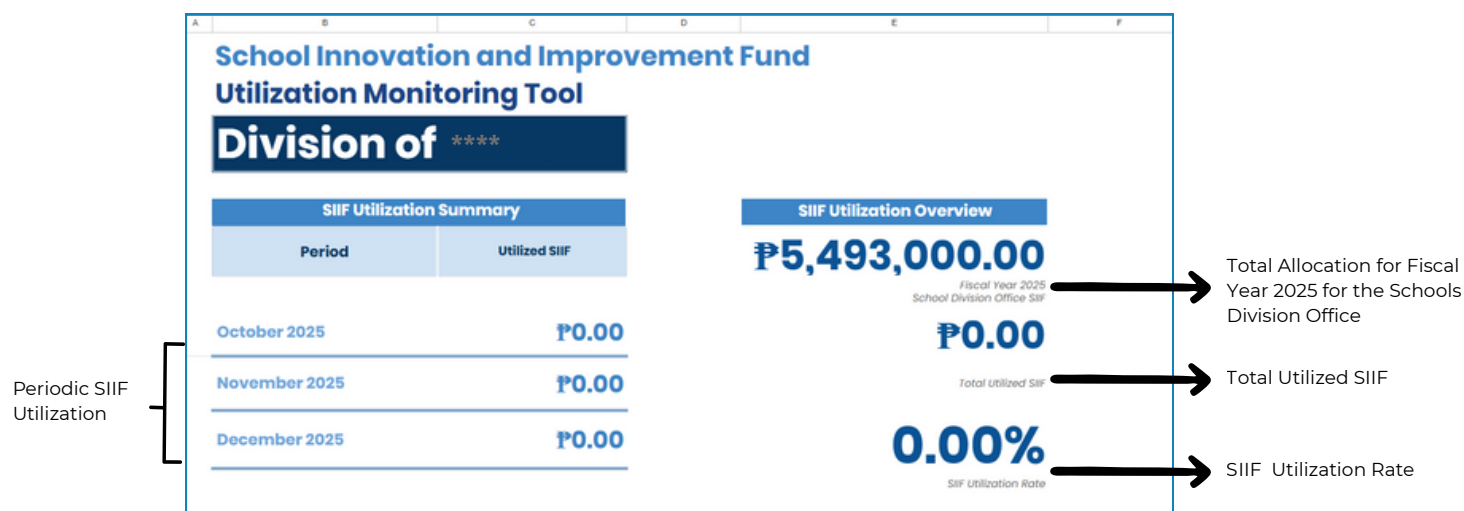
This tool is designed to track the utilization of funds for each intervention within a specified period. It aims to ensure effective monitoring, alignment with financial reports, and accountability in the management and use of SIIF.

Features of the Division Monitoring Tool

Note: The screenshot is for guidance purposes only.

The screenshot displays the 'SIIF Division Monitoring Tool' interface. At the top, it identifies the tool as the 'School Innovation and Improvement Fund Utilization Monitoring Tool' for the 'Division of ****'. The interface is divided into several sections:

- SIIF Utilization Summary:** A table showing utilization for October, November, and December 2025, all at P0.00.
- SIIF Utilization Overview:** Displays a total of P5,493,000.00 and a 0.00% utilization rate.
- Schools Table:** A table listing schools with columns for No., Division, School ID and School Name, Level of Education, SIIF (over school), and Utilized SIIF (over school).
- Navigation Bar:** Includes 'Instructions', 'SIIF Validation Tool', and 'SIIF Monitoring Tool'. A red box highlights the 'SIIF Monitoring Tool' button, with an arrow pointing to a larger button labeled 'SIIF Monitoring Tool'.



Observe data accuracy under the columns for Division, School ID, School Name, Level of Education, SIIF Allocation per School, and Utilized SIIF per School.

No.	Division	School ID and School Name	Level of Education	SIIF (each school)	Utilized SIIF (each school)
1	Division of Abra	135125 Bualala ES	Elementary School	₱50,000.00	₱0.00
2	Division of Abra	135179 Daldolao ES	Elementary School	₱50,000.00	₱0.00
3	Division of Abra	135182 Ductigan ES	Elementary School	₱50,000.00	₱0.00
4	Division of Abra	135188 Lingay Elementary School	Elementary School	₱50,000.00	₱0.00
5	Division of Abra	135176 Dagupan Central School	Elementary School	₱50,000.00	₱0.00
6	Division of Abra	135178 Dagupan Central School	Elementary School	₱50,000.00	₱0.00
7	Division of Abra	135192 Pikit ES	Elementary School	₱50,000.00	₱0.00
8	Division of Abra	135027 Benben Elementary School	Elementary School	₱50,000.00	₱0.00
9	Division of Abra	135028 Bulbulala ES	Elementary School	₱75,000.00	₱0.00
10	Division of Abra	135029 Canan ES	Elementary School	₱57,000.00	₱0.00
11	Division of Abra	135031 Ganganot Elementary School	Elementary School	₱50,000.00	₱0.00

ARAL (Reading, Science, Math)		
Oct 2025	Nov 2025	Dec 2025
Remediation		
Oct 2025	Nov 2025	Dec 2025
Enhancement/Enrichment		
Oct 2025	Nov 2025	Dec 2025
No. 1 Other SIIF Supported Intervention		
Oct 2025	Nov 2025	Dec 2025
No. 2 Other SIIF Supported Intervention		
Oct 2025	Nov 2025	Dec 2025

Monitor the accuracy of periodic SIIF Utilization data entered for the interventions identified in school.

THANK YOU!

Contact

DepEd BHROD - School Effectiveness
Division (SED)

bhrod.sed@deped.gov.ph
8633-5397