



Republic of the Philippines
Department of Education
Region V- Bicol



SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

September 8, 2026

DIVISION MEMORANDUM

No. **0441** s. 2026

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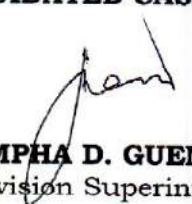
**SDO IMPLEMENTATION OF FY 2026 SCHOOL INNOVATION AND
IMPROVEMENT FUND (SIIF) TO NON-IMPLEMENTING UNIT PUBLIC SCHOOLS**

To: Asst. Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Public Elementary and Secondary School Heads (Non-IUs)
All Others Concerned

1. In compliance to **DepEd Memorandum No. 048, 2026**, regarding the Allocation and Release of the School Innovation and Improvement Fund (SIIF) to Non-Implementing Unit (Non-IU) Public Schools, this Office reiterates specific guidelines on its implementation; to wit:

- a. School heads of non-implementing units must utilize the SIIF User Guide in preparing, submitting, monitoring, utilizing and reporting of funds. The link was shared already during the orientation and in the respective group chats.
- b. SIIF Plan submission is done through the InsightED account of the school. Deadline for submission is **September 11, 2026**. School heads are advised to monitor the school InsightED account from time to time after SIIF plan submission.
- c. The Division SBM Coordinator is given access to review the SIIF plan. The PSDSs are requested to monitor the submission of the SIIF plan, Work and Financial Plan (WFP), and other financial documents for the immediate downloading of funds to schools. Likewise, to provide guidance and technical assistance to schools.
- d. Only reviewed SIIF plan can proceed to WFP and other budgetary preparation. The budget office shall be provided with the list of schools with reviewed SIIF plan by district. Budgetary requirements shall be submitted not later than **September 24, 2026**.
- e. **The SIIF plan submitted and reviewed shall be reflected in the WFP. No WFP, no downloading of SIIF funds.**
- f. **Mr. Angelo C. Quintan**, the Division SBM Coordinator shall countersign in the WFP before submission to the Budget Office.
- g. Strictly **NO SIIF RELEASE** for schools with **UNLIQUIDATED CASH ADVANCES**.

2. For immediate dissemination and compliance.


NYMPHA D. GUEMO
Schools Division Superintendent