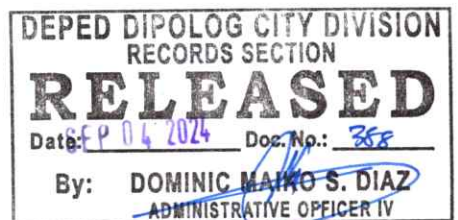




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



September 04, 2024

DIVISION MEMORANDUM
No. 358, s. 2024

**CRAFTING AND SUBMISSION OF THE ANNUAL IMPLEMENTATION PLAN (AIP)
AND WORK AND FINANCIAL PLAN (WFP) FOR FY2025**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
HEAD, FINANCIAL SERVICES (ACCOUNTING AND BUDGET)
HEAD, ADMINISTRATIVE SERVICES
SECTION AND UNIT HEADS
This Division
All Others Concerned

1. The Office of the Schools Division Superintendent (OSDS) advises all Functional Divisions, Program Owners, and Operating Units to submit their respective Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) for the Fiscal Year 2025.
2. The AIP and WFP will be the basis for the planning, programming, and budget execution processes for the Division Office. Moreover, these shall be the official source of data on programs, projects and activities (PPAs) of the Division Office from planning to implementation.
3. Thus, all functional divisions, program owners and operating units are expected to undertake a consultation and planning meeting within the week of September 09 to 19, 2024 giving due consideration to the following:
 - a. FY2025 GAA
 - b. FY2023 and FY2024 Continuing PSF
 - c. FY2025 Projected PSF
 - d. Other External Fund Sources
4. Kindly refer to this link <https://bit.ly/FY2025-AIP-WFP-PPMP-Template> for the prescribed template. Submission of the AIP and WFP shall be not later than the **20th of September 2024** through the Planning Officer and the Admin Officer IV (Procurement).
5. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

| | | |
|------------------|-----|------------|
| AIP | WFP | FY2025 GAA |
| Continuing Funds | PSF | PPA |

ADC/20240904-DM-WFP-FY2025
September 04, 2024



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