



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. *356* s. 2025

**SUBMISSION OF ANNUAL IMPROVEMENT PLAN (AIP) FOR SY 2025-2026,
PROJECT MONITORING REPORT FORM (PMRF) FOR SY 2024-2025, AND
YEAR-END SCHOOL REPORT CARD (SRC) FOR SY 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Public Elementary and Secondary School Heads
School Planning Team
All Others Concerned

1. Pursuant to DepEd Order No. 44, s. 2015, titled *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*, this Office reiterates the directive to submit the following documents:

- Annual Improvement Plan (AIP) for SY 2025-2026 – Two (2) hardcopies
- Accomplished Project Monitoring Report Form (PMRF) for SY2024-2025 – One (1) copy
- Year-End School Report Card (SRC) for SY 2024-2025 – One (1) copy

2. All documents must be submitted **on or before June 23, 2025** to the Records Office. In addition, digital copies of the AIP, PMRF, and SRC shall be uploaded via this link: <https://tinyurl.com/SIP-DEDP-BEDP>.

3. For information, guidance, and strict compliance.

for: Vilma D. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure/s:

References: DepEd Order No. 44, s. 2015

To be indicated in the Perpetual Index
Under the following subjects: SIP COMMITTEES

SGOD/gpc/SIP



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