Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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DIVISION MEMORANDUM
No. 575, s. 2026

UTILIZATION OF THE NEW WORK AND FINANCIAL PLAN (WFP) TEMPLATE FOR THE BUDGET UTILIZATION OF THE SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) FOR FISCAL YEAR 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID, SGOD
Public Schools District Supervisors,
Public Elementary and Secondary School Heads of the SIIF Recipient Schools
All Others Concerned

1. In line with the implementation and monitoring of the **School Innovation and Improvement Fund (SIIF) for Fiscal Year 2026**, all concerned schools are hereby directed to accomplish and utilize the new **Work and Financial Plan (WFP) Template** as an addendum to their previously submitted WFP. The new template does not require the preparation of an entirely new plan. Instead, schools shall simply photocopy or reproduce the contents of their previously submitted WFP using the new template, ensuring that all information is accurately and consistently reflected. This measure is intended to facilitate compliance while minimizing unnecessary duplication of work.

2. The new WFP Template may be downloaded through the following link: (https://tinyurl.com/WFPsiiftemplate) All concerned school heads are directed to ensure the proper and complete accomplishment of the template and its availability for submission, monitoring, and validation by the Regional Office and the Schools Division Office, as may be required.

3. The new WFP Template shall serve as a **vital monitoring and accountability tool** for verifying the proper implementation of SIIF-funded activities and the appropriate utilization of the allocated budget. It will facilitate the systematic monitoring of planned activities, financial requirements, actual expenditures, and implementation progress, thereby promoting transparency, accountability, and adherence to approved program objectives. Accordingly, submission of the duly accomplished new WFP Template shall constitute compliance with this additional documentary requirement for SIIF Fiscal Year 2026, subject to the fulfillment of all other applicable program requirements.

4. Public Schools District Supervisors are requested to disseminate this Memorandum and ensure that all concerned schools comply accordingly.

5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

AMADOR D. GARCIA SR., PhD, CESO V
Schools Division Superintendent

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