



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

22 Oct 2026

DIVISION MEMORANDUM
No. 524 s. 2026

**IMPLEMENTATION OF THE SCHOOL INNOVATION AND IMPROVEMENT FUND
(SIIF) AND UTILIZATION REPORTING THROUGH THE SIIF UTILIZATION
REPORTING TOOL**

To: Assistant Schools Division Superintendent
Chiefs, CID, and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary Schools Heads of Non-Implementing Units
All Others Concerned

1. In line with the implementation of the Schools Innovation and Improvement Fund (SIIF) and the rollout of the SIIF Utilization Reporting Tool, all School Heads are hereby directed to ensure the proper implementation, monitoring, documentation, and reporting of SIIF-funded initiatives in their respective schools.
2. This Memorandum aims to ensure that SIIF-supported initiatives are implemented in accordance with approved school plans, that fund utilization is properly documented and reported, and that the results of implementation are monitored to support transparency, accountability, and continuous improvement in school governance and learner outcomes.
3. **Encoding and Submission of Plans.** Based on the situational report, 70% of schools successfully completed their planning data, which will be accessible in **view-only mode** for data protection; 26% completed the process but experienced data loss; and 4% failed to complete it within the prescribed deadline.

Concerned schools may either complete or re-enter their planning data or skip the planning forms, as permitted by the system. No deadline is prescribed for data re-entry or completion; however, these must be addressed before the school reaches the **Utilization Phase** of the SIIF dashboard. Encoded plans must be based on the existing School Improvement Plan (SIP) or Annual Implementation Plan (AIP), as applicable. Since these plans have undergone Division-level review, no further review by Division SBM Coordinators within the system is required. School Heads may proceed directly to utilization reporting upon submission, subject to applicable guidelines.

4. **SIIF Utilization Reporting Deadlines.**

- a. **Funds downloaded in September-October 2026:** Schools may immediately encode and submit their utilization reports, preferably at the **earliest possible time.**



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

- b. **Funds downloaded in November–December 2026:** Schools shall encode and submit their utilization reports through the SIIF Utilization Reporting Tool **on or before December 11, 2026.**

All reports must be accurate, complete, and supported by appropriate records. The Division shall monitor compliance and validate reported information in coordination with the Finance Department.

5. **Orientation and Technical Assistance.** All School Heads are enjoined to review the [SIIF Utilization Reporting Tool Video Demonstration Guide](#) and coordinate with the appropriate Division personnel for technical assistance, as necessary.

Furthermore, **all Public Schools District Supervisors (PSDSs)** shall oversee SIIF implementation in their respective districts, monitor fund utilization, and provide technical assistance to School Heads to ensure proper implementation and accurate reporting.

6. For guidance, strict compliance, and appropriate action.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: as stated

Reference: Republic Act No. 9155

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

Issuances: Division Memorandum

CVS/ IMPLEMENTATION OF THE SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) AND UTILIZATION REPORTING THROUGH THE SIIF UTILIZATION REPORTING TOOL/R2-156916/10-22-2026