



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

SEP 03 2025

REGIONAL MEMORANDUM

No. 335 s. 2025

**ONLINE ORIENTATION ON THE ALLOCATION AND RELEASE OF THE SCHOOL
INNOVATION AND IMPROVEMENT FUND TO ELIGIBLE PUBLIC SCHOOLS
TO STRENGTHEN DECENTRALIZATION AND ACCELERATE LITERACY
INTERVENTIONS OF THE DEPARTMENT OF EDUCATION
FOR FISCAL YEAR (FY) 2025**

To: Schools Division Superintendents of Schools Division Offices (SDOs) of
Negros Occidental, Negros Oriental, Canlaon City, La Carlota City, Siquijor,
and Victorias City
All Others Concerned

1. Attached is DepEd Memorandum No. DM-OUHROD-2025-2448 titled Online Orientation on the Allocation and Release of the School Innovation and Improvement Fund to Eligible Public Schools to Strengthen Decentralization and Accelerate Literacy Interventions of the Department of Education for Fiscal Year (Fy) 2025.
2. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None

Reference: As Stated

To be indicated in the Perpetual Index

under the following subjects:

MEETINGS

RDV/FTAD-RMWLC- Online Orientation on the Allocation and Release of the School Innovation and Improvement Fund to Eligible Public Schools to Strengthen Decentralization and Accelerate Literacy Interventions of the Department of Education for Fiscal Year (Fy) 2025
006/September 3, 2025



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2448

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
*Undersecretary for Human Resource and
Organizational Development*

ATTY. EDSON BYRON K. SY
Assistant Secretary
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : **ONLINE ORIENTATION ON THE ALLOCATION AND RELEASE
OF THE SCHOOL INNOVATION AND IMPROVEMENT FUND TO
ELIGIBLE PUBLIC SCHOOLS TO STRENGTHEN
DECENTRALIZATION AND ACCELERATE LITERACY
INTERVENTIONS OF THE DEPARTMENT OF EDUCATION FOR
FISCAL YEAR (FY) 2025**

DATE : 02 September 2025

This has reference to the issuance of **DepEd Memorandum No. 073, s. 2025**, *Allocation and Release of the School Innovation and Improvement Fund to Eligible Public Schools to Strengthen Decentralization and Accelerate Literacy Interventions of the Department of Education for Fiscal Year (FY) 2025*, which provides the guidelines and implementation arrangements for the utilization of the SIIF in support of school-level interventions addressing learning gaps in literacy and numeracy.

In this regard, **an online orientation** will be conducted to ensure that all involved personnel are adequately informed about the procedures, timelines, and tools necessary for the effective and timely implementation of the SIIF. The details of the activity are as follows:

A. Objectives

1. To discuss the salient provisions of the SIIF guidelines;
2. To discuss the necessary fund utilization and reporting requirements;
3. To orient participants on the use of the SIIF Online Forms and Division Validation and Monitoring Tool; and
4. To clarify concerns and issues.

The indicative program is attached as **Annex A**.

B. Invited Participants

Office	Target Participants
Office of the Regional Director	<ul style="list-style-type: none"> Regional Director
Office of the Schools Division Superintendent	<ul style="list-style-type: none"> Schools Division Superintendent
Regional Office (RO)	<ul style="list-style-type: none"> Field Technical Assistance Division (FTAD) Chief Regional SBM Coordinator (FTAD) Representative from the Regional Office – Policy, Planning, and Research Division Representative from the Curriculum and Learning Management Division (CLMD) Representatives from the Regional Office – Finance Division <ul style="list-style-type: none"> 1 from the Accounting Section 1 from the Budget Section
Schools Division Office (SDO)	<ul style="list-style-type: none"> School Governance and Operations Division (SGOD) Chief Division SBM Coordinator (SGOD-SMME) Representative from SGOD – Planning & Research Unit Representative from the Curriculum Implementation Division (CID) Representative from the Accounting Unit Representative from the Budget Unit

C. Schedule and Administrative Details

Date & Time	Link
September 3, 2025 (Wednesday)	tinyurl.com/SIIF25Orientation
9:00 AM – 3:00 PM	
Participants are expected to be in the virtual room at least 10 minutes prior to the start of the program.	
All are expected to accomplish the Online Attendance form, consistent with the administrative protocols in conducting official activities.	
Upon completion of the evaluation form , the following documents shall be issued and shared not later than one week after the activity:	
<ol style="list-style-type: none">1. Certificate of Participation2. Orientation Materials	

3. Support Materials for SIIF Implementation

For further inquiries or clarifications, please contact the BHROD – School Effectiveness Division (SED) via email at bhrod.sed@deped.gov.ph or by landline at **(02) 8633-5397**.

For immediate dissemination and appropriate action.

Copy furnished:

Office of the Secretary

ONLINE ORIENTATION ON THE ALLOCATION AND RELEASE OF THE SIIF TO ELIGIBLE PUBLIC SCHOOLS FOR FY 2025

Indicative Program

September 3, 2025 | Online via MS Teams

TIME		Activity	Resource Person
Cluster 1: Luzon			
9:00 AM	9:15 AM	Orientation Preliminaries	BHROD-SED
9:15 AM	9:30 AM	Opening Remarks	Wilfredo E. Cabral <i>Undersecretary for HROD</i>
9:30 AM	9:40 AM	From Challenge to Change (Context Setting)	BHROD-SED
9:40 AM	10:00 AM	Implementing Change (Guidelines and Procedures)	BHROD-SED FINANCE SERVICE
10:00 AM	10:20 AM	Supporting Change (SIIF Online Forms, Division and Validation Monitoring Tools)	BHROD-SED
10:20 AM	10:45 AM	Open Forum	BHROD-SED FINANCE SERVICE
10:45 AM	10:55 AM	Closing Remarks	Atty. Edson Byron K. Sy <i>(OIC) Undersecretary for Finance</i>
10:55 AM	11:00 AM	Reminders and Important Announcements	BHROD-SED
Cluster 2: Visayas			
1:00 PM	1:15 PM	Orientation Preliminaries	BHROD-SED
1:15 PM	1:30 PM	Opening Remarks	Wilfredo E. Cabral <i>Undersecretary for HROD</i>
1:30 PM	1:40 PM	From Challenge to Change (Context Setting)	BHROD-SED
1:40 PM	2:00 PM	Implementing Change (Guidelines and Procedures)	BHROD-SED FINANCE SERVICE
2:00 PM	2:20 PM	Supporting Change (SIIF Online Forms, Division and Validation Monitoring Tools)	BHROD-SED
2:20 PM	2:45 PM	Open Forum	BHROD-SED FINANCE SERVICE
2:45 PM	2:55 PM	Closing Remarks	Atty. Edson Byron K. Sy <i>(OIC) Undersecretary for Finance</i>
2:55 PM	3:00 PM	Reminders and Important Announcements	BHROD-SED
Cluster 3: Mindanao			
3:00 PM	3:15 PM	Orientation Preliminaries	BHROD-SED
3:15 PM	3:30 PM	Opening Remarks	Wilfredo E. Cabral <i>Undersecretary for HROD</i>
3:30 PM	3:40 PM	From Challenge to Change (Context Setting)	BHROD-SED

3:40 PM	4:00 PM	Implementing Change (Guidelines and Procedures)	BHROD-SED FINANCE SERVICE
4:00 PM	4:20 PM	Supporting Change (SIIF Online Forms, Division and Validation Monitoring Tools)	BHROD-SED
4:20 PM	4:45 PM	Open Forum	BHROD-SED FINANCE SERVICE
4:45 PM	4:55 PM	Closing Remarks	Atty. Edson Byron K. Sy (OIC) Undersecretary for Finance
4:55 PM	5:00 PM	Reminders and Important Announcements	BHROD-SED