



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

SEP 08 2025

REGIONAL MEMORANDUM

No. 350 s. 2025

**GENERAL PROCESS FLOW FOR THE MONITORING OF THE PHYSICAL
ACCOMPLISHMENT AND BUDGET UTILIZATION OF THE SCHOOL
INNOVATION AND IMPROVEMENT FUND (SIIF)
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-OUF-2025-2449 titled General Process Flow for the Monitoring of the Physical Accomplishment and Budget Utilization of the School Innovation and Improvement Fund (SIIF) 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:

FUNDS

MONITORING AND EVALUATION

PROCEDURE

RDV/FTAD-RMWLC- General Process Flow for the Monitoring of the Physical Accomplishment and Budget Utilization of the School Innovation and Improvement Fund (SIIF) for Fiscal Year (Fy) 2025
007/September 8, 2025



Republika ng Pilipinas
Department of Education

MEMORANDUM

DM-OUHROD-OUF-2025-2449

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS**

ALL OTHERS CONCERNED

FROM : FATIMA LIPP D. PANONTONGAN
*Undersecretary and Chief of Staff
Office of the Secretary*

WILFREDO E. GARRAL
*Undersecretary
Human Resource and Organizational Development*

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

**SUBJECT : GENERAL PROCESS FLOW FOR THE MONITORING OF THE
PHYSICAL ACCOMPLISHMENT AND BUDGET UTILIZATION OF
THE SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF)
FOR FISCAL YEAR (FY) 2025**

DATE : 02 September 2025

The Department of Education (DepEd) has issued **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*, to provide policy guidance on the utilization of the School Innovation and Improvement Fund (SIIF) in non-implementing public schools situated in 4th and 5th class municipalities. This issuance underscores the Department's commitment to ensuring the effective and strategic use of the Fund in support of its broader objective to enhance literacy and numeracy outcomes in the Philippines.

In line with the implementation of the SIIF, the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) releases the following support mechanisms:



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Effectivity	09.20.21	Page	1 of 2



1. **SIIF Online Form** – an input form that captures the identified interventions for improvement of literacy and numeracy that must be accomplished and submitted by schools.
2. **Division Validation and Monitoring Tool** – an online tool that consolidates all identified interventions submitted by schools.
 - SDOs have complete access to the Division tool to check alignment of interventions with the objective of the SIIF and to provide feedback and technical assistance to schools. Likewise, the tool also enables the periodic monitoring of SIIF utilization.
 - ROs have “view only” access to the validation and monitoring tool in aid of their mandate to provide SDO-level provision of feedback and technical assistance.
3. **User Guide** – a detailed guide designed to implement the SIIF. It includes the step-by-step process for using and accomplishing the online form, as well as the validation and monitoring tool. See **Attachment 1** for the details of the user guide.

To access the online copy, click on the link tinyurl.com/2025SIIF-UserGuide.

DepEd ROs and SDOs are advised to refer to **Attachment 2** for the complete list of online links to access all online tools.

The **School Governance and Operations Division** is requested to ensure the widest dissemination of this Memorandum to all recipient public elementary and secondary schools in the 4th and 5th class municipalities within the Division.

For clarification regarding the issuance, you may contact the BHRD – School Effectiveness Division (SED) via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.