

Republic of the Philippines

Department of Education NEGROS ISLAND REGION

SEP 0 8 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







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

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. CARRAL

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

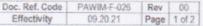
The Department of Education (DepEd) has issued DepEd Memorandum No. 073, s. 2025, Allocation and Release of the School Innovation and Improvement Fund to Eligible Public Schools to Strengthen Decentralization and Accelerate Literacy Interventions of the Department of Education for Fiscal Year (FY) 2025, 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:











- SHF Online Form an input form that captures the identified interventions for improvement of literacy and numeracy that must be accomplished and submitted by schools.
- 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.
- 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.

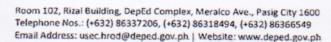
The School Governance and Operations Division is requested to ensure the widest dissemination of this Memorandum to all recipient public elementary and secondary schools in the 4th and 5th class municipalities within the Division.

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

For your appropriate action.







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