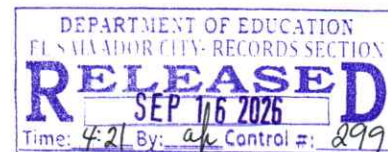




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 15, 2026

DIVISION MEMORANDUM

No. 299, s. 2026

**WORKSHOP ON THE UPLOADING OF THE SCHOOL INNOVATION AND
IMPROVEMENT FUND (SIIF) IMPLEMENTATION PLAN IN THE INSIGHTED
SYSTEM**

To: Assistant Schools Division Superintendent
Division Chiefs
Curriculum and Implementation Division (CID)
Schools Governance and Operations Division (SGOD)
All School Heads
This Division

1. Relative to the implementation of DM No. 48 s. 2026 titled *Allocation and Release of the School Innovation and Improvement Fund to Non-Implementing Unit Public Schools to Strengthen Decentralization Practices in the Department of Education for Fiscal Year 2026*, this Office hereby directs all school heads to attend to workshop on the uploading of the SIIF Plan to the InsightED System on **September 17, 2026**, 8:00 AM to 5:00 PM at the Division Conference Room, El Salvador City Division.
2. School heads are required to bring an accomplished copy of the WFP and a draft of the APP for uploading into the InsightED System.
3. Further, this Memorandum shall serve as the Official Authority to Travel of the said participants.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

Monitoring and Evaluation: SIIF2026

SGOD/smme



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 1