



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

October 30, 2024

DIVISION MEMORANDUM

No. 249 s. 2024

**SUBMISSION OF ANNUAL IMPLEMENTATION PLANS FOR CALENDAR
YEAR 2025 BY SCHOOL DISTRICTS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors and Division Coordinators
Public Schools District Supervisors and OIC-PSDSs
Public Elementary School Heads
Public Secondary School Heads
All others concerned

1. Aligned with the DepEd Order No. 24, s. 2022 re: "Adoption of the Basic Education Development Plan 2030" and the vision of the Division Change Plan: THE VILLAGE INC (Total Holistic Education through Vibrant, Integrated Linkages with Leaderships, Alliances, Groups, and Entities to Individually Nurture Children), this Office is initiating a systematic online collection of signed Annual Implementation Plans (AIP) of schools **through the district supervisors**.
2. To facilitate the online collection of the AIPs for Calendar Year (CY) 2025, the following instructions are to be followed:
 - A. Schools must use the CY 2025 AIP template. Please see Enclosure 1 to this issuance.
 - B. Each of the accomplished CY 2025 AIP of schools must be signed by their respective School Head and the district supervisor (Public Schools District Supervisor/ OIC-PSDS).
 - C. The signed schools' CY 2025 AIPs must be consolidated in their school districts.
 - D. The hard copies of the CY 2024 AIPs shall be retained by the district supervisor. Only **soft copies** (scanned copies of signed documents) shall be forwarded to the Division Office.
 - E. The file name of the scanned copy of signed AIP shall follow the naming convention: **School ID - School Name** (example: 114150 - Rawis ES).
 - F. Files must be submitted through the links assigned to each district listed in Enclosure 2.
 - G. Only limited accounts will be given access to each folder for each district. Please see Enclosure 3 on how to request access for first time uploaders.
3. The deadline for the online submission is December 27, 2024.
4. Immediate & widest dissemination and compliance of this Memorandum are directed.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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Enclosure 1 to DM 249 s. 2024

ANNUAL IMPLEMENTATION PLAN
CY 2025

INTERMEDIATE OUTCOMES	PROGRAM/PROJECT	PROJECT OBJECTIVE	ACTIVITIES	OUTPUT	TARGET SCHEDULE	PERSON(S) RESPONSIBLE	BUDGET PER ACTIVITY	BUDGET SOURCE
ACCESS	1.							
	2.							
	3.							
EQUITY	1.							
	2.							
	3.							
QUALITY	1.							
	2.							
	3.							



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Enclosure 1 to DM 249 s. 2024

RESILIENCY & WELL-BEING	1.							
	2.							
	3.							
ENABLING MECHANISM	1.							
	2.							
	3.							

(Rows may be added or removed if necessary.)

Prepared by:

School Head

Noted:

Public Schools District Supervisor



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Enclosure 2 to DM 249 s. 2024

LINKS FOR ONLINE SUBMISSION BY SCHOOL DISTRICTS

District	Link
Barcelona District	https://bit.ly/Bar_AIP2025
Bulan I District	https://bit.ly/BLN1_AIP2025
Bulan II District	https://bit.ly/BLN2_AIP2025
Bulan III District	https://bit.ly/BLN3_AIP2025
Bulan IV District	https://bit.ly/BLN4_AIP2025
Bulusan District	https://bit.ly/BSN_AIP2025
Casiguran District	https://bit.ly/CASG_AIP2025
Castilla East District	https://bit.ly/CASE_AIP2025
Castilla South District	https://bit.ly/CASS_AIP2025
Castilla West District	https://bit.ly/CASW_AIP2025
Donsol East District	https://bit.ly/DONE_AIP2025
Donsol West I District	https://bit.ly/DOW1_AIP2025
Donsol West II District	https://bit.ly/DOW2_AIP2025
Gubat North District	https://bit.ly/GUBN_AIP2025
Gubat South District	https://bit.ly/GUBS_AIP2025
Irosin I District	https://bit.ly/IRO1_AIP2025
Irosin II District	https://bit.ly/IRO2_AIP2025
Juban District	https://bit.ly/JUB_AIP2025
Magallanes North District	https://bit.ly/MAGN_AIP2025
Magallanes South District	https://bit.ly/MAGS_AIP2025
Matnog I District	https://bit.ly/MAT1_AIP2025
Matnog II District	https://bit.ly/MAT2_AIP2025
Pilar I District	https://bit.ly/PLR1_AIP2025
Pilar II District	https://bit.ly/PLR2_AIP2025
Pilar III District	https://bit.ly/PLR3_AIP2025
Pto. Diaz District	https://bit.ly/PDZ_AIP2025
Sta. Magdalena District	https://bit.ly/SMGD_AIP2025



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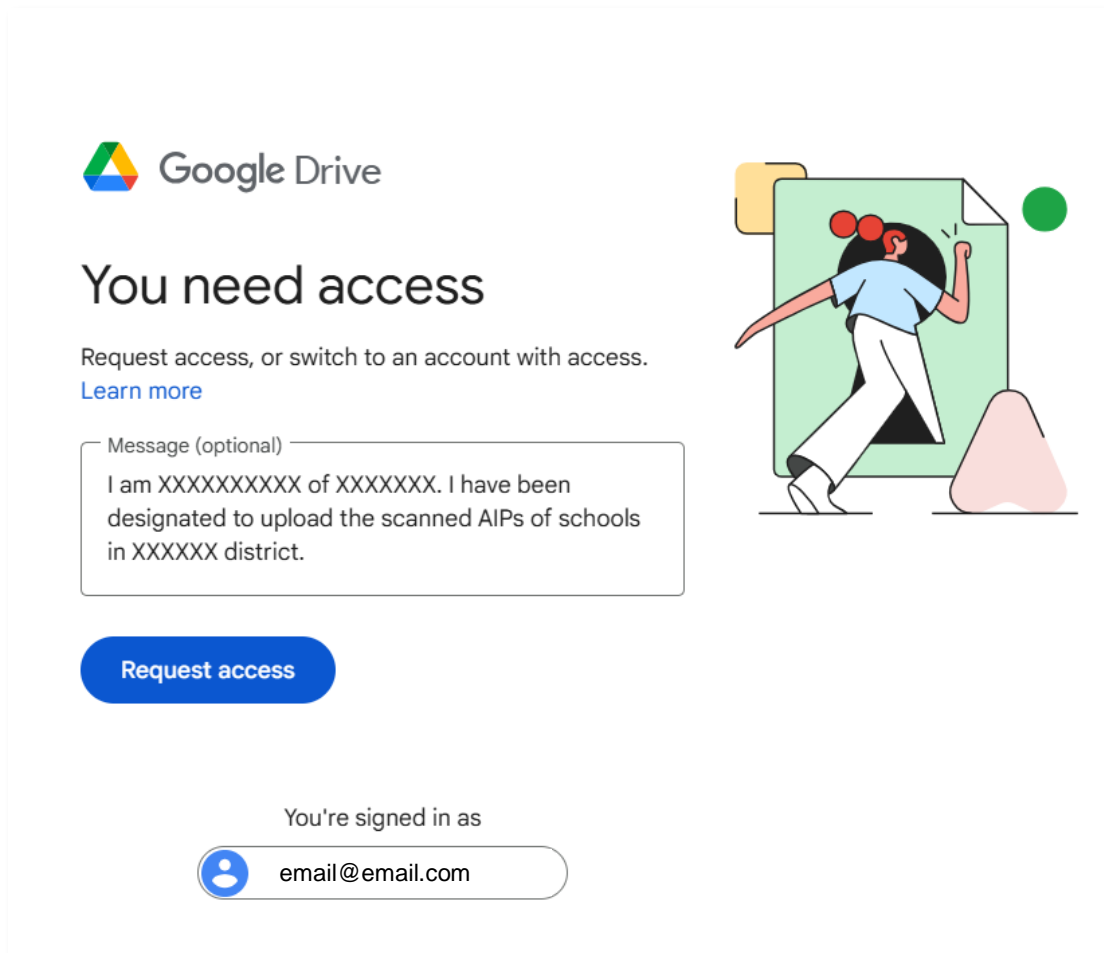


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Enclosure 3 of DM 249 s. 2024

GUIDE FOR FIRST TIME UPLOADERS

- It is recommended that uploaders use a desktop or laptop for uploading files.
- For first time uploaders, they will be asked to log-in to a google account. Once logged in, they will see the following on the screen:



- Please provide the following information in the Message box: (1) Name; (2) Station; (3) district.
- Click the “Request Access” button and wait for approval. Approval could take within 1 business day. Only a maximum of 3 accounts per district will be given access.
- Once approved, the google drive folder for the district will be opened in the same link. Please make sure that the uploader is logged in to the same google account when uploading files.
- Please make sure that the uploaded files follow the naming convention: *School ID - School Name* (example: 310007 - Biton NHS).