



Republic of the Philippines  
Department of Education  
REHIYON III  
**SCHOOLS DIVISION OFFICE OF BULACAN**

October 14, 2024

**DIVISION MEMORANDUM**

No. 450 s. 2024

**PROVISION OF TECHNICAL ASSISTANCE TO SECONDARY SCHOOL HEADS, re: ANNUAL IMPLEMENTATION PLAN AND BUDGET PLANNING FOR FISCAL YEAR 2025**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Division Education Program Supervisors  
Public School District Supervisor (Secondary Schools)  
Secondary School Heads  
All Other Concerned

1. The Schools Division of Bulacan, in line with its full commitment and support to the continuous improvement and adherence to the technical assistance process shall conduct Technical Assistance in crafting Annual Implementation Plan (AIP) and Budget Planning for FY 2025 to Secondary School Heads to be scheduled as follows:

Date	Time	Participants	Venue
October 16, 2024	8:00 AM – 12:00 NN	EDDIS 1 and II	Dr. Felipe De Jesus NHS
	1:00 PM – 5:00 PM	EDDIS IV and V	FC Lipana HS
October 17, 2024	8:00 AM – 12:00NN	EDDIS III and VI	Carlos F. Gonzales NHS

2. This activity aims to:

- Ensure the effective and efficient implementation of programs, projects, and activities in the Annual Implementation Plan and Budget Planning for FY 2025;
- Move toward the realization of all PPAs’;
- Check the concreteness and correctness of data as per budget allocation;
- Provide clear procedures, guidelines, tools, and suggested structure in the finalization of AIP for FY 2025.

3. Attendees to this activity include the following:

- Assistant Schools Division Superintendent in charge of CID
- ALL Division Education Program Supervisors
- Public School District Supervisor in charge of Secondary Schools
- ALL Secondary School Heads (as per schedule)



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4. All participants are required to bring their laptop and draft copy of AIP FY 2025.
5. Expenses to be incurred in the conduct of the said activity shall be charged against School MOOE and other local funds subject to the usual accounting rules and regulations.
6. It is expected that participants will observe the minimum health standard protocols in compliance with health standards as pre-emptive interventions to combat any infectious diseases.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, Ed. D. CESO V**  
Schools Division Superintendent