



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

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RELEASED	
DATE:	9/27/24
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Office of the Schools Division Superintendent

27 SEPT 2024

Division MEMORANDUM

No. 445, s. 2024

PREPARATION AND SUBMISSION OF CY 2025 AIP, APP AND PPMP

To: All Chiefs of Functional Division
All Section Heads
Bids and Awards Committee
All Public Schools District Supervisors/District In-charge
All Secondary and Elementary School Heads
This Division

1. The preparation of AIP, APP, and PPMP is crucial for effective planning, smooth implementation, and successful achievement of organizational goals.
2. To ensure strategic planning, efficient resource allocation, and timely implementation of all programs, projects, and activities, the Division Office and schools shall prepare the APP, PPMP and AIP for Calendar Year 2025.
3. Division Chiefs and Section Heads of the three functional divisions shall submit their PPMPs to the BAC Secretariat for consolidation by November 5, 2024.
4. The Bids and Awards Committee (BAC) shall consolidate the PPMPs and finalize the APP for submission to the Schools Division Superintendent by November 8, 2024.
5. Likewise, all school heads shall prepare their AIPs and submit them to the SGOD Office – Planning and Research Section by November 5, 2024 for review and approval of the SDS.
6. For strict compliance.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

CCTCC//DM- PREPARATION AND SUBMISSION OF CY 2024 AAIP, APP AND PPMP
/September 27, 2024



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Doc. Ref. Code	Effectivity	Rev	Page
DO-OSDS-001	11.16.23	00	1 of 1