



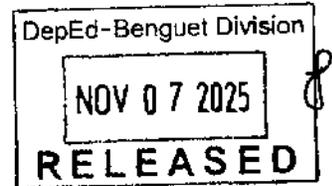
Republic of the Philippines
Department of Education
Schools Division of Benguet

05 November 2025

DIVISION MEMORANDUM

No; 527 s. 2025

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors- SGOD and CID
Schools Districts In-charge
School Heads of Elementary and Secondary Schools
All Others Concerned



**MONITORING OF THE SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF)
IMPLEMENTATION**

1. In line with the Department's commitment to ensuring the effective utilization of the School Innovation and Improvement Fund (SIIF), all School Heads in the Districts of Sablan and Tublay are hereby informed that a monitoring activity will be conducted on November 10 and 12, 2025.
2. The monitoring aims is to assess the implementation of SIIF-supported projects across schools. Specifically, it aims to:
 - a. Evaluate the progress and effectiveness of SIIF-funded innovations and improvement initiatives.
 - b. Ensure compliance with approved project proposals and financial guidelines.
 - c. Identify best practices and areas for improvement to inform future planning.
3. School Heads are requested to:
 - a. Prepare relevant documentation including project proposals, financial reports, and progress updates.
 - b. Facilitate access to project sites and coordinate with the monitoring team.
 - c. Ensure transparency and cooperation throughout the monitoring process.
4. Attached is the list of Monitoring Team. (*Enclosure 1*)
5. This Memo shall serve as an Authority to Travel of identified participants.
6. Immediate dissemination of and compliance with this Memorandum is desired.

EP
ESTELA P. LEON-CARIÑO EAD CESO III
Regional Director and Concurrent Officer-in-Charge
Office of the Schools Division Superintendent *EP*



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Enclosure 1- List of Monitoring Team

Sablan District- November 10, 2025	Tublay District - November 12, 2025
Milbert Cocoy- PSDI	Mary Jane Leo- PSDI
Jardson Onio- EPS	Francis F. Peckley- EPS
Francis F. Peckley- EPS	Jardson Onio- EPS
Joven Agtani- EPSp II- SMME	Corazon C. Quipot- SEPS SMME
Finance Representative	Finance Representative



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