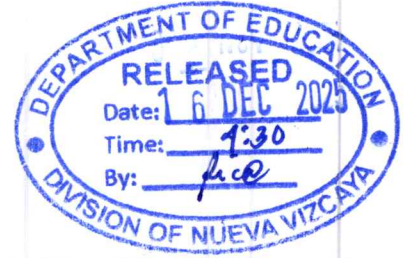




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya



UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisor of SGOD
District In-Charge of Ambaguio and Villaverde
All School Heads of Ambaguio and Villaverde Districts
All others concerned

FROM: **ORLANDO E. MANUEL PhD., CESO V**
Schools Division Superintendent
12-2025-805

DATE: December 16, 2025

SUBJECT: **FINAL REMINDERS AND GUIDELINES ON SIIF REPORT SUBMISSION**

1. All schools in Villaverde and Ambaguio Districts that are recipients of the 2025 School Innovation and Improvement Fund (SIIF) are hereby reminded of the following:

A. Utilization and Liquidation of SIIF Funds

All SIIF funds must be fully utilized and 100% liquidated, and the corresponding reports must be submitted through the SIIF Online School Form on or before December 20, 2025.

B. Submission of School Accomplishment Reports

All School Accomplishment Reports shall be submitted by District and bound and compiled at the District level. Documents must be arranged in the following order:

1. Consolidated Physical and Financial Accomplishment Report
2. Consolidated Unaccomplished Activities
3. Consolidated Concerns, Issues, Gaps, and Proposed Solutions
4. Consolidated Effective Practices
5. Significant Developments (Baseline Results, Innovations and Improvements Made, Endline Results/Impact)
6. Insights

C. Annexes (from All School-Recipients)

The following Annexes shall be submitted by all SIIF school-recipients and compiled at the District level:

1. Approved Proposal
2. Approved Work and Financial Plan (WFP)
3. Significant Developments of each school's SIIF implementation, including:
 - i. Baseline Data (Before SIIF Implementation)
 - ii. Innovations/Improvements and Activities Conducted



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- iii. Impact or Endline Data (After SIIF Implementation)
 - iv. Photo Documentation

- 4. Insights
- 5. 30-second Video

D. Submission of Soft Copies

All soft copies of the required documents (PDF format) and the 30-second videos shall be uploaded online. The access links are as follows:

Ambaguio – <https://tinyurl.com/SIIFAmbaguio>
Villaverde – <https://tinyurl.com/SIIFVillaverde>

E. SIIF Program Effectiveness Assessment

To assess the effectiveness of the implementation of the SIIF Program, an assessment survey shall be administered and accomplished by all School Heads, Teachers, Parents, and School Governing Council (SGC) members of SIIF-recipient schools. The survey shall be accessed through this link:

<https://tinyurl.com/SIIF2025Effectiveness>

- 2. The deadline of submission shall be until December 26, 2025.
- 3. Strict compliance with the above guidelines and timelines is expected. Please be guided accordingly.