



Republic of the Philippines  
**Department of Education**  
 REGION VIII – EASTERN VISAYAS  
 SCHOOLS DIVISION OF TACLOBAN CITY

January 23, 2024


**DIVISION MEMORANDUM**

No. 042, s. 2024

**SUBMISSION OF RAW EXCEL FILLE OF THE APPROVED SIP-BASED AIP  
 FOR CALENDAR YEAR 2024**

To: All PSDSs  
 All Elementary School Principals  
 All Junior High and Senior High School Principals  
 All Others Concerned

1. To enable the school to respond immediately to issues and concerns affecting the effectiveness of programs and the efficiency of the delivery of the programs embedded in **DepEd Order 24s. 2022, re: Basic Education Development Plan 2030**, is the monitoring, evaluation, and adjustments (MEA) framework for the implementation of programs, and projects and activities (PPAs) across all governance levels.
2. All public schools are required to submit the raw excel file of the approved SIP-based AIP CY 2024 to this email address: [roger.dagale@deped.gov.ph](mailto:roger.dagale@deped.gov.ph) for the personalization of the SIP-based AIP MEA tool per school.
3. **The deadline of submission is on or before February 15, 2024. The school that fails to submit, shall utilize the blank MEA template for each quarter.**
4. The Excel file to be sent to the said email address shall be renamed according to the school owner.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**SHERLITA A. PALMA EdD, CESO VI**  
 OIC Schools Division Superintendent

Enclosures:  
 Reference: (DepEd Order 24s. 2022)  
 To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE    AIP    SIP<sup>2</sup>    MEA

M&E  
 Jan. 23, 2024

