



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

February 3, 2025

**DIVISION MEMORANDUM**

No. 109, s. 2024

**SUBMISSION OF THE RAW EXCEL FILE OF THE APPROVED SBM-BASED AIP  
FOR CALENDAR YEAR 2025**

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. **To personalize the MEA tool for every school for the conduct of the quarterly school PIR. All public schools are required to upload the raw excel file of the approved SBM-based AIP CY 2025 in a designated folder by accessing the link below:**  

<https://tinyurl.com/SBMBASED-AIP25>
3. **The deadline of uploading is on or before February 15, 2024. The school that fails to submit, shall utilize the blank MEA template for each quarter.**
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

*Sherlita A. Palma*  
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    MEA    PIR    SBM