



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY


December 9, 2024

**DIVISION MEMORANDUM**  
PRS-2024-*664*

**SUBMISSION OF THE PUBLIC SCHOOLS' ANNUAL IMPLEMENTATION  
PLANS FOR FISCAL YEAR 2025**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the Planning and Research Section (PRS), reminds all public elementary and secondary schools to submit their F.Y. 2025 Annual Implementation Plan (AIP) to the PRS on or before December 27, 2024.
2. In this regard, the 2025 AIP for all schools must:
  - a. reflect the Key Result Areas (KRAs) of the school heads, aligned with the School-Based Management (SBM) dimensions as stipulated in DepEd Order No. 7, s. 2024 and DepEd Memorandum DM-OUHROD-2024-0586.
  - b. include both funded and non-funded activities; and
  - c. follow the guidelines for crafting annual operational plans, with emphasis on outputs, activities, indicators, and physical and financial targets.
3. The template, orientation recording, and reference materials can be accessed via this link: [bit.ly/BH8AIP2025too](http://bit.ly/BH8AIP2025too).
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: None  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

2025 AIP      ANNUAL IMPLEMENTATION PLAN

SGOD-PRS-GVP

