

# SY 2025-2026



## AN IMPLEMENTATION GUIDE TO THE **SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF)**

A detailed instruction on the implementation and monitoring  
of the School Innovation and Improvement Fund

**DEPED MEMORANDUM 073, S. 2025 - ALLOCATION AND RELEASE OF THE  
SCHOOL INNOVATION AND IMPROVEMENT FUND TO ELIGIBLE PUBLIC  
SCHOOLS TO STRENGTHEN DECENTRALIZATION AND ACCELERATE LITERACY  
INTERVENTIONS OF THE DEPARTMENT OF EDUCATION FOR FISCAL YEAR 2025**

**SIIF USER GUIDE**



DepEd BHROD



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# ABOUT THE SIIF

- a) List of Acronyms
- b) Overview of SIIF
- c) Roles and responsibilities
- d) General Process Flow of SIIF
- e) Allowable Activities and Expenses
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# LIST OF ACRONYMS

- AIP:** Annual Implementation Plan
- CID:** Curriculum Implementation Division
- CO:** Central Office
- DFTAT:** Division Field Technical Assistance Team
- FS-BD:** Finance Service – Budget Division
- FTAD:** Field Technical Assistance Division
- LGUs:** Local Government Units
- MOOE:** Maintenance and Other Operating Expenses
- Non-IUs:** Non-Implementing Units
- ORD:** Office of the Regional Director
- OSDS:** Office of the Schools Division Superintendent
- PIAs:** Priority Improvement Areas
- RD:** Regional Director
- RO:** Regional Office
- SBM:** School-Based Management
- SDO:** Schools Division Office
- SDS:** Schools Division Superintendent
- SIIF:** School Innovation and Improvement Fund
- SIP:** School Improvement Plan
- SGC:** School Governance Council
- SGOD:** School Governance and Operations Division
- SLRs:** Supplementary Learning Resources
- SMME:** School Management Monitoring & Evaluation
- SPT:** School-Community Planning Team

# OVERVIEW OF SIIF

The Department of Education (DepEd) has recently issued guidelines on the School Innovation and Improvement Fund (SIIF)—a supplementary fund designed to support schools in implementing data-driven interventions that address literacy and numeracy gaps to improve overall learner outcomes. The SIIF is aligned with the Department's broader commitment to promoting inclusive, equitable, and quality education, while also strengthening decentralization and shared accountability.

To facilitate the implementation of these guidelines, online forms and monitoring tools have been developed. These tools are intended to help schools and governance levels document, validate, implement, and track the progress of SIIF interventions. They are designed to strengthen transparency, ensure accuracy, and promote evidence-based reporting throughout the implementation process.

This User Guide is developed to assist school, division, and regional personnel in understanding the SIIF guidelines and implementation arrangements.

## SPECIFICALLY, THE GUIDE AIMS TO:

### 1 CLARIFY

the roles and responsibilities of each governance level and the process flow for SIIF implementation

### 2 GUIDE

users in identifying allowable activities and baseline restrictions to ensure proper use of funds.

### 3 SUPPORT

users in navigating and completing the tool, including procedures and the process flow for data collection

# ROLES AND RESPONSIBILITIES



## Central Office (CO)

### a. Office of the Undersecretary for Human Resource and Organizational Development (OUHROD)

- Provides the implementing guidelines on the SIIF
- Disseminates the DepEd Memorandum No. 073, s. 2025 to the Regional Offices (ROs)
- Issues advocacy materials to support effective and efficient implementation across the governance levels
- Analyzes the physical accomplishment of the SIIF
- Conducts policy orientations and provides technical assistance to DepEd ROs and SDOs

### b. Office of the Undersecretary for Finance

- Prepares the list of public schools in the 4th and 5th class LGUs eligible for the SIIF
- Provides the necessary templates for the budget utilization reporting
- Consolidates the Regional budget utilization reports
- Coordinates with the OUHROD in the analysis of the financial and physical accomplishments of the SIIF policy
- Supports the conduct of policy dissemination and implementation



## Regional Office (RO)

- The Office of the Regional Director (ORD), through the Field Technical Assistance Division (FTAD) disseminates the DepEd Memorandum to its Schools Division Offices (SDOs), Office of the Schools Division Superintendent (OSDS)
- The Regional SBM Coordinator (Education Program Supervisor, FTAD) validates the correctness and completeness of submission of Schools Division Offices.
- The Regional SBM coordinator submits the certificate of completion, signed by the Regional Director (RD), to the CO.
- ROs evaluate and forward regional reports to the Finance Service – Accounting Division of the DepEd Central Office by the 20th of each month using the prescribed template in Annex C. **Download a copy of the template through this link: [tinyurl.com/SIIFAnnexC](https://tinyurl.com/SIIFAnnexC)**

# ROLES AND RESPONSIBILITIES



## Schools Division Office (SDO)

- The OSDS, through the School Governance and Operations Division (SGOD), disseminates the DepEd Memorandum to its schools.
- The SGOD mobilizes members of its Division Field Technical Assistance Team (DFTAT) to focus on the validation and monitoring of SIIF interventions and provide necessary technical support.
  1. The **Division SBM Coordinator** (Senior Education Program Specialist, SGOD-School Management Monitoring & Evaluation (SMME) unit)
  2. One member from the **SGOD-Planning unit**
  3. One member from the **Curriculum Implementation Division (CID)**

**Important Note:** The members of the DFTAT work together to ensure that the school's SIP is strategic, data-driven, aligned with the objective of the SIIF, and check for consistency in the identified learner beneficiaries.

- The Division SBM coordinator submits the certificate of completion, signed by the Schools Division Superintendent (SDS), to the RO.
- SDOs shall review and consolidate school reports for submission to Regional Offices (ROs) using the prescribed template in Annex B. **Download a copy of the template through this link: [tinyurl.com/SIIFAnnexB](https://tinyurl.com/SIIFAnnexB)**

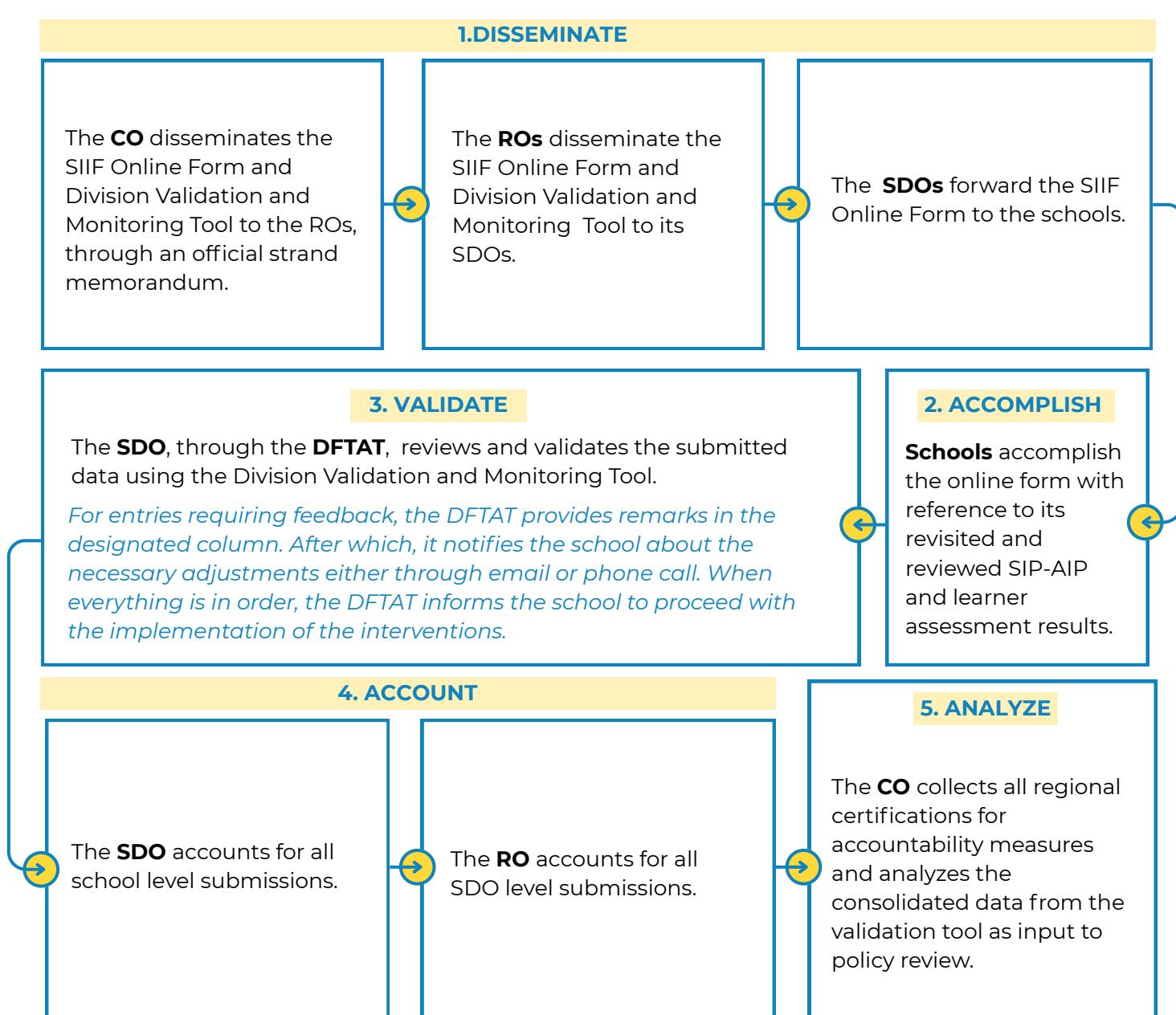


## Schools

- The School-Community Planning Team (SPT) ensures intervention alignment in addressing literacy and numeracy gaps.
- The School Head, assisted by a non-teaching personnel, submits monthly liquidation reports using the prescribed template. **Refer to Annex B, Status of Downloaded Funds for School Innovation and Improvement.**
- Internal and External stakeholders work together in promoting and monitoring efficient fund utilization and improvement of learner performance.

# GENERAL PROCESS FLOW

on the implementation and monitoring of the SIIF



# SCHOOLS PROCESS FLOW

on the implementation and monitoring of the SIIF

## 1. REVIEW

The SPT, in collaboration with the SGC, revisits and reviews the SIP and AIP. Schools also utilize existing learner assessment data to identify targeted interventions that improve learning outcomes, particularly in literacy and numeracy.

## 2. ACCOMPLISH

Schools accomplish the SIIF Online Form based on the identified interventions.

- Specifically, when there are no PIAs and interventions in the approved SIP-AIP targeting the improvement of learner performance, the school may select from the identified interventions and then proceed with completing the online form.
- On the other hand, when PIAs and interventions have already been declared in the approved SIP-AIP, the school checks whether these are equivalent to any identified intervention in the online form, and selects accordingly. Otherwise, the interventions can be an input under the "add intervention" question.

## 4. UPDATING OF SIIF UTILIZATION

Schools shall provide SIIF utilization update every 4<sup>th</sup> week period of October, November, and December by returning to the same SIIF Online Form to edit response on the SIIF utilization Monitoring section.

## 3. IMPLEMENTATION

Schools implement approved interventions, ensuring the effective and efficient use of the SIIF to address identified learning needs and improve learner outcomes.

## APPROVED

If validated as approved, schools may proceed with implementation.

## PENDING APPROVAL

(Disapproved, Marking Error, Incomplete Validation, Approval Error, Unvalidated, No Submission)

If marked as pending approval, the DFTAT, shall provide technical assistance. Schools shall revise and resubmit within the deadline set by the DFTAT.

## 5. POST-IMPLEMENTATION ASSESSMENT

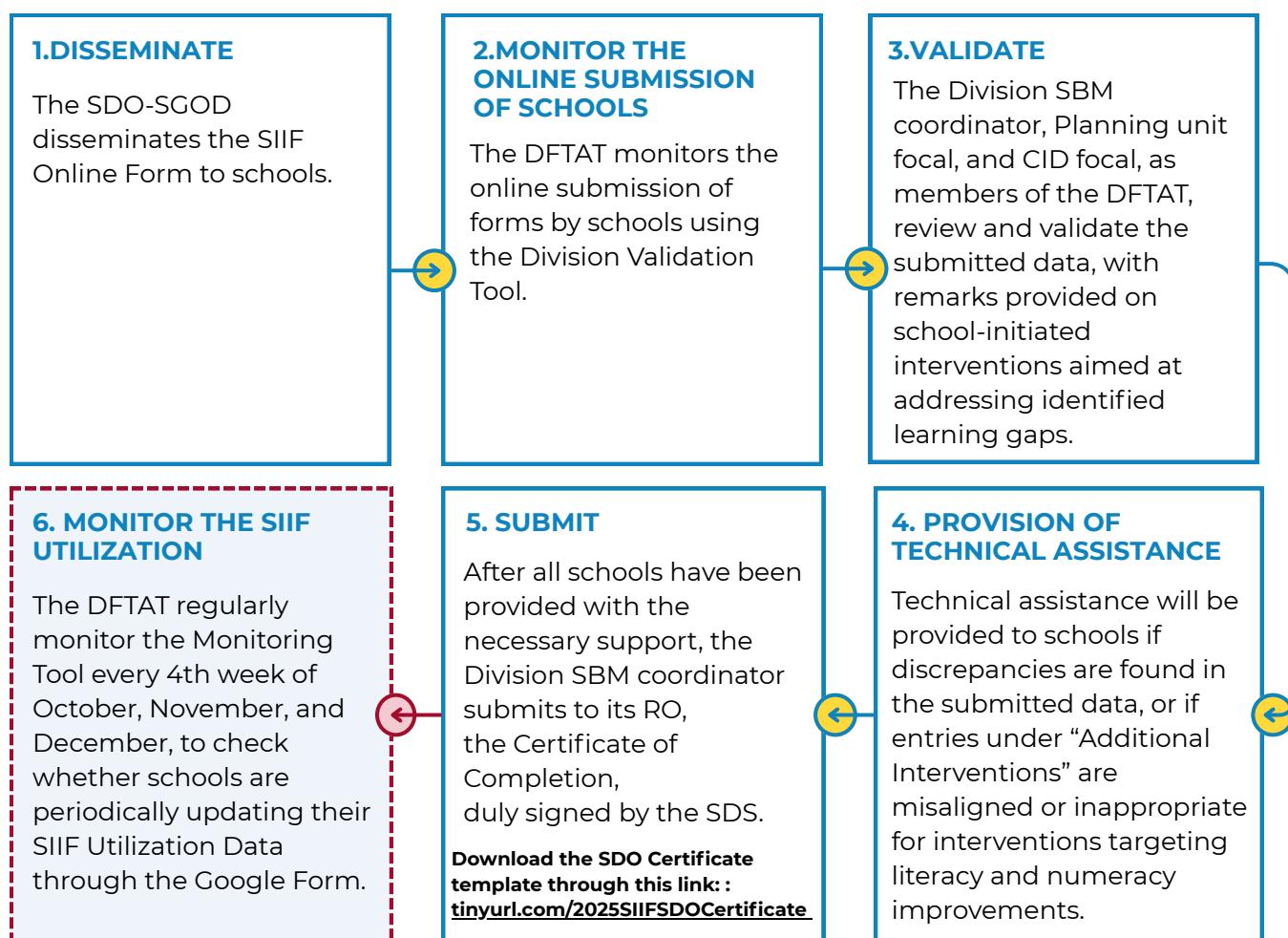
Schools conduct a post-implementation assessment during the 4th quarter of the school year to determine the impact of the interventions.

## 6. SUBMISSION OF ACCOMPLISHMENT REPORT

Schools complete and submit their accomplishment report through the this link:  
[tinyurl.com/2025SIIFAccomplishmentReport](http://tinyurl.com/2025SIIFAccomplishmentReport)

# SDOs PROCESS FLOW

## on the implementation and monitoring of the SIIF



**Important Note:** The Regional SBM coordinator submits to the CO, the certificate of completion, duly signed by the RD.  
**Download the RO Certificate template through this link:** [tinyurl.com/2025SIIFROCertificate](http://tinyurl.com/2025SIIFROCertificate).  
**Access the RO Submission Form through this link:** [tinyurl.com/2025SIIFRSubmissionForm](http://tinyurl.com/2025SIIFRSubmissionForm)

# ALLOWABLE ACTIVITIES

The use of the School MOOE, including the SIIF, is guided by **DepEd Order No. 008, s. 2019** (*Revised Implementing Guidelines on the Direct Release, Use, Monitoring, and Reporting of Maintenance and Other Operating Expenses Allocation of Schools, including Other Funds Managed by Schools*).

Simply put, any SIIF-related expense should be part of the activities identified in the school's approved SIP for the current year, specifically those targeting improvements in literacy and numeracy. These activities must also be reflected in the AIP, which follows the calendar year format.

**To determine allowable activities under the SIIF, schools and Schools Division Offices (SDOs) should ensure that proposed interventions:**



**Are identified in the approved SIP and AIP, provided that they target improvement of learner performance**



**OR Align with the SIIF objectives, specifically:**  
*a. Enhancing literacy skills*  
*b. Enhancing numeracy skills*



**AND/OR Any expenditure allowed under existing MOOE guidelines is used only if it directly supports initiatives aimed at improving learning outcomes.**

# BASELINE RESTRICTIONS

All general prohibitions on the use of School MOOE, as provided under **DepEd Order No. 008, s. 2019**, shall continue to apply. These include, among others:

- Procurement of school furniture, such as seats and teacher's tables and chairs (except laboratory and workshop furniture not provided by the Central, Regional, or Division Offices);
- Procurement of textbooks; and
- Procurement of other supplementary learning resources (SLRs), including publications, periodicals, and review materials.

## Additional SIIF Constraints

To ensure that SIIF resources remain focused on literacy and numeracy interventions, the following expenditures are discouraged and should generally not be charged against the SIIF:

- Hiring and payment of salaries for additional teaching or non-teaching staff;
- Payment of professional fees or honoraria;
- Payment of utility bills (electricity, water, internet, etc.);
- Purchase or reproduction of NAT reviewers and other standardized test materials;
- Procurement of commercially available instructional materials;
- Field trips and other educational excursions;
- Purchase of equipment, unless otherwise specified in program guidelines;
- Activities already funded by other national programs, special projects, or subsidies (e.g., SBFP, BLR-provided resources, or other DepEd-funded initiatives); and
- Gifts or tokens for DepEd monitoring teams or Technical Assistance providers.

# FREQUENTLY ASKED QUESTIONS

A quick reference to possible common questions and clarifications regarding the implementation of the SIIF Guidelines.

## Q: What is the School Innovation and Improvement Fund (SIIF)?

FAQ

**A:** The SIIF is a supplementary fund charged against the MOOE allocation under the “Operations of Schools” line item in the FY 2024 General Appropriations Act (GAA) to support addressing learning gaps in Non-IUs Public Schools in 4<sup>th</sup> and 5<sup>th</sup> class LGUs.

## Q: What is the purpose of SIIF?

FAQ

**A:** The purpose of SIIF is to provide funding support to data-driven interventions that improve learner performance in literacy and numeracy, particularly in Key Stages 1 to 3.

## Q: How does the SIIF strengthen School-Based Management (SBM)?

FAQ

**A:** The SIIF strengthens SBM by enabling schools to implement data-driven, locally initiated interventions that address learning gaps. It supports decentralized decision-making and promotes equity in improving learning outcomes.

## Q: Which schools are eligible to receive SIIF?

FAQ

**A:** Only non-IU public Elementary and Junior High schools in 4th and 5th class LGUs are eligible. The Finance Service – Budget Division (FS-BD) has identified all eligible schools for SY 2025-2026. **See Annex A of DM No. 073, s. 2025 for the official list of eligible schools.**

# FREQUENTLY ASKED QUESTIONS

A quick reference to possible common questions and clarifications regarding the implementation of the SIIF Guidelines.

**Q: How is the SIIF allocation determined per school?****FAQ**

**A:** Allocations are based on the school's latest enrollment data from the Learners Information System (LIS) for SY 2024–2025. The FS-BD calculates the allocation accordingly.

**Q: What are the allowable uses of SIIF funds in schools?****FAQ**

**A:** Funds must be used exclusively for interventions addressing literacy and numeracy gaps.

**Q: Are there activities not allowed to be funded by the SIIF?****FAQ**

**A:** Yes. The use of SIIF funds must strictly adhere to the provisions of DepEd Order No. 008, s. 2019, and other relevant policies and guidelines. Any expenditures that are unauthorized, non-compliant, or unrelated to the fund's intended objectives are prohibited.

**Q: How should schools determine appropriate SIIF interventions?****FAQ**

**A:** Schools must:

- Review their SIP and AIP
- Identify PIAs focused on literacy and numeracy
- Initiatives must be based on actual learner performance data

# FREQUENTLY ASKED QUESTIONS

A quick reference to possible common questions and clarifications regarding the implementation of the SIIF Guidelines.

**Q: Are school interventions funded through SIIF subject to approval?****FAQ**

**A:** Yes. Schools must submit their identified interventions through the SIIF Online Form for review. Once submitted, the SDO will validate each intervention using the Division Validation Tool to ensure alignment with SIIF objectives. Approval is required before implementation.

**Q: How should SDOs assist schools with misaligned or no identified interventions in literacy and numeracy?****FAQ**

**A:** SDOs should assist schools by providing needs-based technical assistance using the Division Validation Tool, helping them review and revise their existing interventions to align with literacy and numeracy priorities. This includes guiding schools in analyzing learner data, selecting or identifying appropriate strategies, and ensuring that revisions are finalized and approved before implementation.

**Q: How and when will funds be released to schools?****FAQ**

**A:** Funds are released to SDOs through Sub-Allotment Release Orders (Sub-AROs). SDOs will then transfer funds to schools as cash advances. All funds must be disbursed by December 31, 2025.

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# NAVIGATING THE SIIF ONLINE FORM DIVISION VALIDATION AND MONITORING TOOL

## **a) School Innovation and Improvement Fund Online Form**

- Objectives of SIIF Online Form
- Steps to complete the Online Form

## **b) School Innovation and Improvement Fund Division Validation Tool**

- Objectives of Division Validation Tool
- Steps to complete the Division Validation Tool

## **c) School Innovation and Improvement Fund Division Monitoring Tool**

- Objectives of Division Monitoring Tool
- Steps to complete the Division Monitoring Tool

# SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) ONLINE FORM



Google Forms

The SIIF Online Form is intended to be accomplished by eligible schools of the SIIF, specifically non-implementing unit (Non-IU) public schools in 4th and 5th class LGUs.

## Objective of SIIF Online Form

To provide a standard tool for documenting school-based interventions that address learning gaps in literacy and numeracy.

## Prerequisites

- SIP and AIP
- Learner Assessment Data

## Steps to Accomplish the SIIF Online Form:

**STEP 1** Access the SIIF Online Form.

**STEP 2** Accomplish the SIIF Online Form.

**Important Note:** To begin entering data, tick the box to record your email address to receive a copy of your responses.

## To start...

Access the SIIF Online Form link, begin by reading the **Overview**, then carefully review the **Instructions** to understand the process. Read the **School Head's Statement of Understanding** before proceeding to fill in the required data.

<b>OVERVIEW</b>  DepEd promotes effective school management through the <b>School-Based Management (SBM) Framework</b> , which encourages decentralized decision-making and active stakeholder participation. With the persistent disparities in resources at the SBM is proposed to support SBM by empowering under-targeted, data-driven interventions, particularly in response learning gaps.  The <b>SIIF Online Form</b> shall serve as a tool to document the interventions of Non-IU public schools in 4th and 5th class learning gaps and promoting inclusive, quality education.  The results of this form shall guide the <b>Division Field Technicians (DFTAT)</b> in providing appropriate technical assistance, part AIPs submitted by recipient schools and evaluating the idea improving literacy and numeracy performance.	<b>INSTRUCTIONS</b>  The SIIF Online Form is composed of the following sections: <ol style="list-style-type: none"><li>1. Overview</li><li>2. Instructions</li><li>3. Statement of Understanding</li><li>4. School Profile</li><li>5. School Improvement Plan and Annual Implementation Plan Data</li><li>6. SIIF Utilization Monitoring</li></ol> Under the Data section of the School Improvement Plan and Annual Implementation Plan, the form will require you to provide your proposed interventions for SY 2025-2026 to address your school's literacy and numeracy gaps, along with the target number of beneficiaries. <b>IMPORTANT!</b> Please have your School Improvement Plan, Annual Implementation Plan, and Budget Plan on hand when completing this form for submission.
<b>SCHOOL HEAD'S STATEMENT OF UNDERSTANDING</b>  <i>I have read and fully understand the contents of this section of the School Innovation and Improvement Fund Online Form. Thus, as the <b>School Head</b> assigned to complete this form, I confirm that all information that will be shared through this Online Form is true and correct. I also understand the confidentiality requirements of all data.</i>	

## Input the School Head's Complete Name.

Follow this format: First Name, Middle Initial, Surname

Example: Christian F. Mendoza

**By agreeing to this Statement of Understanding, please print your full name below. This will serve as your electronic signature for this form.** \*

(Format: First Name, Middle Initial, Surname)

Example: Christian F. Mendoza

Your answer

## Select the Schools Division Office

SCHOOL PROFILE
Please be mindful of your selections below.
<b>SCHOOL DIVISION OFFICE *</b>
Please select your School Division Office
<input type="button" value="Choose"/>

## Select the Level of Education

Schools under SDO Division of Abra
<b>Level of Education *</b>
<p>Note: For Integrated Schools, please accomplish this tool separately—one (1) for Elementary and one (1) for Secondary School</p> <ul style="list-style-type: none"><li><input type="radio"/> Elementary School</li><li><input type="radio"/> Secondary School</li></ul>

## Select the correct School ID and School Name

[ELEMENTARY] School Name and School ID	[SECONDARY] School Name and School ID
<b>[ELEMENTARY] School Name and School ID *</b>	<b>[SECONDARY] School Name and School ID *</b>
<p>Please select your School ID and School Name</p> <ul style="list-style-type: none"><li><input type="radio"/> 135673 Bayabas ES</li><li><input type="radio"/> 135675 Ebbes ES</li><li><input type="radio"/> 135676 Jose Gonzales ES</li><li><input type="radio"/> 135677 Michael G. Angel Elementary School</li><li><input type="radio"/> 135678 Mating Mang-osan ES</li><li><input type="radio"/> 135679 Palali ES</li><li><input type="radio"/> 135680 Pappa MG School</li><li><input type="radio"/> 135681 Sablan CS</li><li><input type="radio"/> 135682 Talete MG School</li></ul>	<p>Please select your School ID and School Name</p> <ul style="list-style-type: none"><li><input type="radio"/> 305157 Sablan National High School</li><li><input type="radio"/> 502618 Omas Ampaguey Integrated School</li><li><input type="radio"/> 305164 Tublay National Trade High School</li></ul>

## Next...

After entering the school's basic information, this section should contain the details of the identified SIIF interventions.

**SCHOOL IMPROVEMENT PLAN & ANNUAL IMPLEMENTATION PLAN DATA**

*The data to be requested in this section pertains to your school's priority areas in literacy and numeracy and your proposed SIIF interventions.*

*Please ensure you have copies of your School Improvement Plan, Annual Implementation Plan, and your school's learning assessment results on hand when completing this form for easier reference.*

**Important Note:** Make sure you have a copy of your SIP-AIP while accomplishing this form.

## Select Identified Interventions.

Select from the pre-identified interventions based on your reviewed school's SIP and AIP for SY 2025–2026. Specify target beneficiaries per intervention.

### Interventions on Literacy and Numeracy

- ARAL (Reading, Science, Math)
- Remediation (other subjects)
- Enhancement/Enrichment

SIIF Supported Interventions	
Please be mindful of your selections	
<b>ARAL *</b> Is ARAL one of your interventions under SIIF policy?	<b>REMEDIATION *</b> Is Remediation one of your interventions under SIIF policy?
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<b>ENHANCEMENT/ENRICHMENT *</b> Is Enhancement/Enrichment one of your interventions under SIIF policy?	
<input type="radio"/> Yes <input type="radio"/> No	

## Select the target beneficiaries for the identified intervention.

**Who are your target beneficiaries for ARAL? \***  
Please be mindful of your selection. Multiple selections are allowed.

- K
- G1
- G2
- G3
- G4
- G5
- G6
- G7
- G8
- G9
- G10

## Input the budget estimate for the specific identified intervention.

**How much fund will be used for ARAL as an intervention? \***

Please provide at least an estimated amount.

Your answer

## Select the activities under the specific identified intervention.

**What are the activities under ARAL intervention? \***

Please be mindful of your selection. Multiple selections are allowed.

- Create learning materials
- Conduct school-level learning action cell
- Purchase supplies and materials for classroom activities
- Purchase food/food ingredients for feeding
- Minor repairs to improve learning environment
- Print or reproduce created learning materials
- Other Activities (please specify below)

**Enter any additional activities that are not included in the provided list, if applicable.**

**Additional activities under ARAL Intervention. \***

Please provide your additional activities under ARAL Intervention.

**Text Format:** Monitoring and Evaluation, Learner Motivation Support, Parent Community Engagement  
**Type:** "Not Applicable" if None

Your answer

## Input Additional Intervention (if necessary).

- If there are no additional interventions, select **No** to proceed.
- If there are additional interventions, select **Yes** and provide the required details, following the same format used for the pre-identified interventions.

**Other SIIF Supported Interventions**

**Do you have other SIIF Supported Intervention? \***

Yes  
 No

## Enter the total number of target beneficiaries.

For each grade level from Kindergarten to Grade 10, indicate the number of learners who will benefit from the identified interventions.

- Enter **0** if there are no beneficiaries for a specific grade level.
- Enter the **exact and correct number** of beneficiaries for each grade level included in the intervention.

**How many is your total target beneficiaries per grade level across all your proposed SIIF Supported Interventions?**

<b>Kinder *</b> Type 0 if none.  Your answer _____	<b>G8 *</b> Type 0 if none.  Your answer _____
<b>G1 *</b> Type 0 if none.  Your answer _____	<b>G9 *</b> Type 0 if none.  Your answer _____
<b>G2 *</b> Type 0 if none.  Your answer _____	<b>G10 *</b> Type 0 if none.  Your answer _____

**Back** **Next** **Clear form**

## To Finish...

This section of the SIIF Online Form is for utilization monitoring. To understand how to complete and update this part of the form, read the following **instructions** carefully before proceeding.

**Select the appropriate option based on the month you are completing the SIIF Online Form. Please note that the form must be updated every 4th week of October, November, and December.**

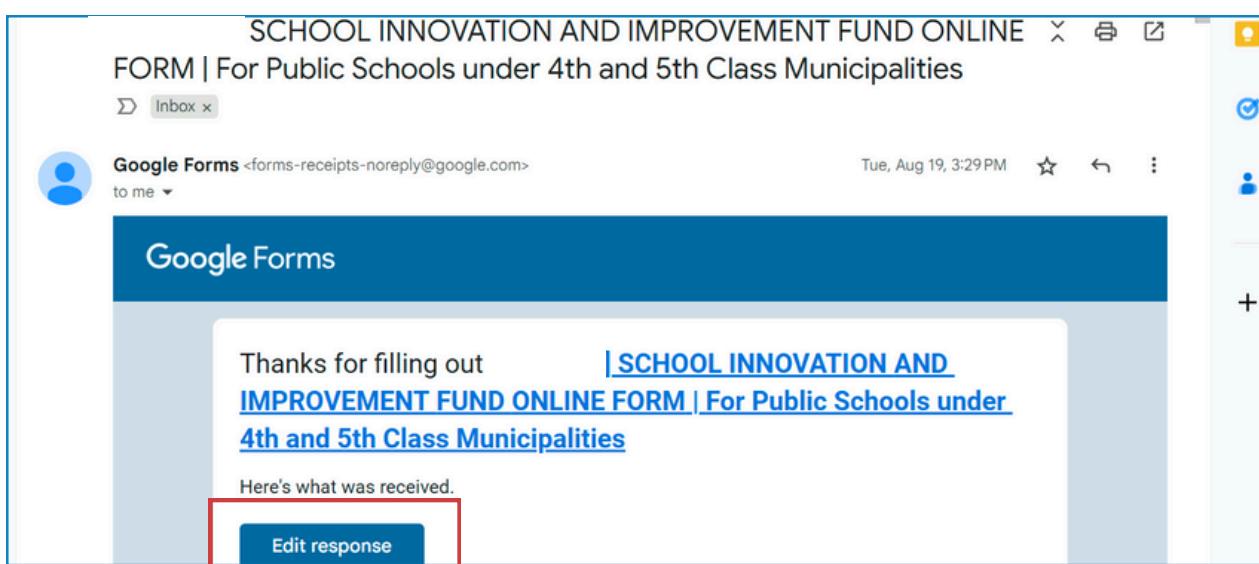
### Would you like to proceed with the updating of SIIF Utilization Data? \*

- It is currently the month of September, no SIIF expenditure updates are required at this time.
- It is now the scheduled period, I am submitting my quarterly expenditure update for the SIIF-supported interventions.

Select **Option 1** if it is currently September. You will then be directed to the **submission button**. An email receipt and a copy of your submission will be sent to you.

To update your SIIF Utilization entry, **go back to your confirmation email**, click “**Edit response**”, and proceed to the **Utilization Monitoring section**. Do not submit a new form using a different email, as this may cause data errors.

Select **Option 2** if it is your scheduled time for updating expenditures. You will then be directed to the next question on SIIF utilization.



Select the quarter that corresponds to your expenditure update.

**PERIOD \***

- October 2025
- November 2025
- December 2025

Enter the exact amount utilized for each intervention identified in your school. Input 0 if the intervention is not applicable.

Period: Oct 2025 | SIIF UTILIZATION MONITORING

If it is already the 4th week of October, please provide your SIIF Utilization Data for the following SIIF-supported interventions.

Period: October 2025 | ARAL: SIIF Supported Intervention \*

Type 0 if Not Applicable.

Your answer

Period: October 2025 | REMEDIATION: SIIF Supported Intervention \*

Type 0 if Not Applicable.

Your answer

Period: October 2025 | ENRICHMENT/ENHANCEMENT: SIIF Supported Intervention \*

Type 0 if Not Applicable.

Your answer

Select the submit button.

Once all required data is completed, carefully read the submission notice before clicking the **Submit** button.

A copy of your responses will be emailed to melanie.villareal@deped.gov.ph.

Back

Submit

Clear form

# SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) DIVISION VALIDATION TOOL



Google Sheets

The **Division Validation Tool** is an online Google Sheet used by the DFTAT for validating SIIF interventions. It must be completed online and is accessible only to authorized personnel. DFTAT has edit access to accomplish the tool, while the RFTAT is granted view-only access.

## Objective of SIIF Validation Tool

To validate data-driven initiatives that address learning gaps, with a particular focus on improving learning outcomes in literacy and numeracy.

## Steps to complete the Division Validation Tool:

### STEP 1

#### Go to Instructions sheet.

Read the instructions on the first sheet for clear guidance on using the Division Validation and Monitoring Tool.

**Instructions for the SIIF Validation and Monitoring Tool**

- This Google Sheet contains three (3) sheets:  
 (1) **Instructions** – This guide  
 (2) **SIIF Validation Tool** – For validating school submissions  
 (3) **SIIF Monitoring Tool** – For tracking fund utilization
- Please follow the steps outlined below for SDOs:  
**1. Basic School Information is Pre-filled**  
 Please do not modify these columns.  
 • Column **A** – School ID and Name  
 • Column **C** – School ID and Name  
 • Column **D** – Level of Education  
 • Column **E** – SIIF Allocation  
 • Column **F** – Status of Submission
- 2. Validate Alignment of School Inputs**  
 In the SIIF Validation Tool sheet, validate the alignment of the following elements:  
 • Beneficiaries (**Columns L, P, T, Y, AD**)  
 • Budget Estimates (**Columns M, Q, U, Z, AE**)  
 • Activities for each intervention (**Columns N, R, V, AA**)  
 • Other Activities (**Columns P, T, W, X, A, C, AH**)  
 • Total Target Beneficiaries (**Columns A1 to AS**)
- 3. Approve or Provide Feedback**  
 • Mark between "Approved" (**Column AT**) and Disapproved (**Column AU**) based on the result of your validation.  
 • If disapproved, input your remarks in Column AV and immediately notify the concerned school for revision.
- 4. Check on the Status**

## STEP 2

Go to SIIF Validation Tool sheet.

**Note:** The screenshot is for guidance purposes only.

The screenshot shows the 'School Innovation and Improvement Fund Validation Tool' sheet. At the top, it displays 'Division of \*\*\*\*' with values 76, 0, and 0.00%. Below this, there are three rows of data: 'No. of Schools with No Submission', 'No. of Schools Undeveloped', and 'No. of Schools Disapproved'. The main table lists 18 schools with their details like School ID, Name, Level of Education, and Status (all showing 'NO SUBMISSION'). To the right, a large table titled 'SCHOOL IMPROVEMENT PLAN & ANNUAL IMPLEMENTATION P' is partially visible. A red box highlights the 'SIIF Validation Tool' tab at the bottom left of the sheet.

## STEP 3

Review the Basic School Information

Please do not modify these columns.

Column B	Column C	Column D	Column E	Column F
Division	School ID and School Name	Level of Education	SIIF Allocation	Status

This screenshot shows the 'School Innovation and Improvement Fund Validation Tool' for the 'Division of Botones'. It displays values 27, 0, and 0.00% at the top. Below is a table with 6 rows, each representing a school with its details: No. (row number), Division, School ID and School Name, Level of Education, SIIF (each school) amount, and Status (all showing 'NO SUBMISSION').

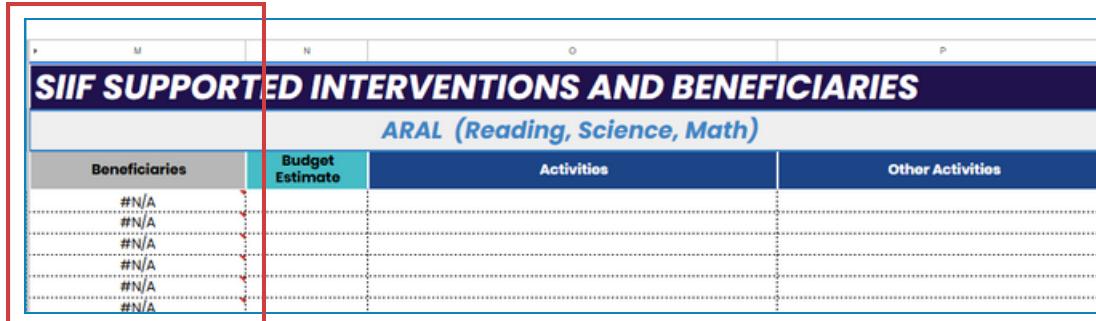
No.	Division	School ID and School Name	Level of Education	SIIF (each school)	Status
1	Division of Botones	102310 Baganga Central School	Elementary School	₱100,000.00	NO SUBMISSION
2	Division of Botones	102312 Chancian Elementary School	Elementary School	₱150,000.00	NO SUBMISSION
3	Division of Botones	102313 Cipton Elementary School	Elementary School	₱103,000.00	NO SUBMISSION
4	Division of Botones	102314 Tukon Elementary School	Elementary School	₱50,000.00	NO SUBMISSION
5	Division of Botones	501738 Volugan Integrated School	Elementary School	₱51,000.00	NO SUBMISSION
6	Division of Botones	102316 Itbayot Central School	Elementary School	₱68,000.00	NO SUBMISSION

## STEP 4

### Validate Alignment of School Inputs

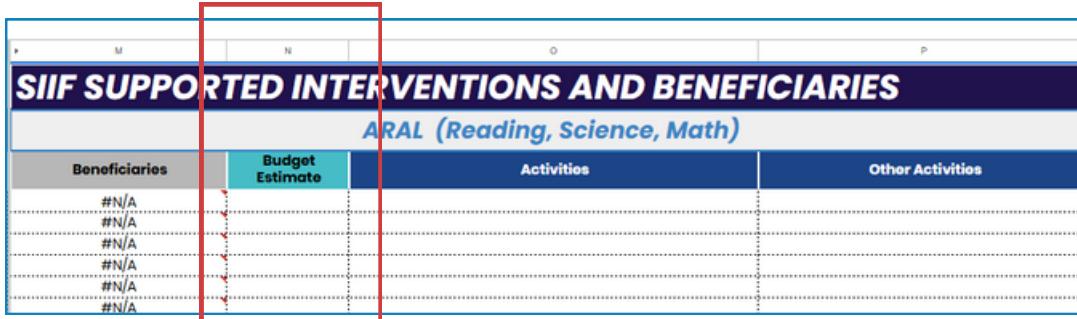
In the SIIF Validation Tool sheet, validate the alignment of the following elements:

- Beneficiaries (**Columns M, Q, U, Z, AE**)



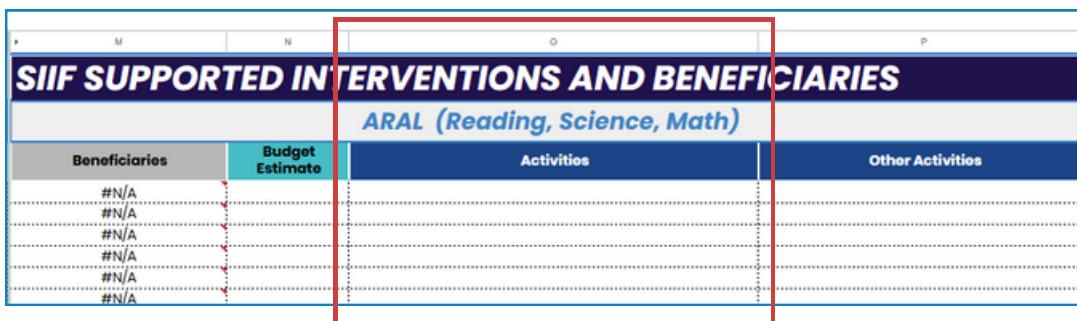
SIIF SUPPORTED INTERVENTIONS AND BENEFICIARIES			
ARAL (Reading, Science, Math)			
Beneficiaries	Budget Estimate	Activities	Other Activities
#N/A			

- Budget Estimates (**Columns N, R, V, AA, AF**)



SIIF SUPPORTED INTERVENTIONS AND BENEFICIARIES			
ARAL (Reading, Science, Math)			
Beneficiaries	Budget Estimate	Activities	Other Activities
#N/A			

- Activities for each intervention (**Columns O, S, W, AB, AG**)



SIIF SUPPORTED INTERVENTIONS AND BENEFICIARIES			
ARAL (Reading, Science, Math)			
Beneficiaries	Budget Estimate	Activities	Other Activities
#N/A			

- Other Activities (**Columns P, T, X, AC, AH**)

M	N	O	P	
<b>SIIF SUPPORTED INTERVENTIONS AND BENEFICIARIES</b>				
Beneficiaries		Budget Estimate	Activities	Other Activities
#N/A				

- Total Target Beneficiaries (**Columns AI to AS**)

AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
<b>TOTAL TARGET BENEFICIARIES PER GRADE LEVEL</b>										
Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10

**Note:** Ensure the total number of target beneficiaries per grade level (**Columns AI to AS**) matches the data provided in the individual beneficiary columns (**Columns M, Q, U, Z, AE**)

## STEP 5

### Approve or Provide Feedback

- Mark between "Approved" (**Column AT**) and "Disapproved" (**Column AU**) based on the result of your validation.
- If disapproved, input your **Remarks/Comments** in (**Column AV**) and immediately notify the concerned school for revision.

AT	AU	AV
VALIDATION *Mark only one*		REMARKS/COMMENTS
Approved	Disapproved	(Provide Remarks/Comments If 'Disapproved')
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

## STEP 6

### Check on the Status

After completing the validation and giving feedback, refer to the '**Status**' column (**Column F**) to view the results.

Please note the following possible results, as they may require your attention for changes in your validation:

F
Status
NO SUBMISSION

- **Approved** – All data are accurate and complete; no further revisions are needed.
- **Disapproved** – There is a data misalignment or inconsistency. Notify the concerned school for revision.
- **Marking Error** – Both "**Approved**" and "**Disapproved**" were selected; only one should be chosen.
- **Incomplete Validation** – Marked as "**Disapproved**" but no remarks were provided.
- **Approval Error** – Marked as "**Approved**" but a remark was still indicated, suggesting an issue to be addressed.
- **Unvalidated** – Data has been submitted and/or commented on, but the validation checkbox remains unmarked.
- **No Submission** – No data has been submitted for validation.

## STEP 7

### Provide Technical Assistance as necessary

Based on the status of the data entry of the school, if revisions are needed, please do the following:

- Contact the school. **Provide feedback on what should be revised.**
- Guide the school on how to edit the responses by instructing them to open the confirmation email from their initial Google Form submission, click "Edit response", update the necessary fields and resubmit the form.

*Please remind the schools that they may only edit their responses once they have received feedback from the SDO. Any editing without instructions or guidance from the SDO is strictly prohibited.*

# SCHOOL INNOVATION AND IMPROVEMENT FUND (SIIF) DIVISION MONITORING TOOL



Google Sheets

The **Division Monitoring Tool** is a separate sheet within the Division Validation Tool, which will be used by the DFTAT for the periodic monitoring of SIIF Utilization. The DFTAT and RFTAT are granted view-only access to monitor the schools' updates. Schools are required to update the Google Form every 4th week of October, November, and December.

## Objective of Division Monitoring Tool

This tool is designed to track the utilization of funds for each intervention within a specified period. It aims to ensure effective monitoring, alignment with financial reports, and accountability in the management and use of SIIF.

## Features of the Division Monitoring Tool

**Note:** The screenshot is for guidance purposes only.

The screenshot shows a Google Sheets document titled "[CAR-Division of Abra] SCHOOL INNOVATION AND IMPROVEMENT FUND ONLINE FORM | For Public Schools under 4th and 5th class municipalities (R...". The document contains several sheets, with the current one being the "Division of Abra" sheet.

**SIIF Utilization Summary:**

Period	Utilized SIIF
October 2025	₱0.00
November 2025	₱0.00
December 2025	₱0.00

**SIIF Utilization Overview:**

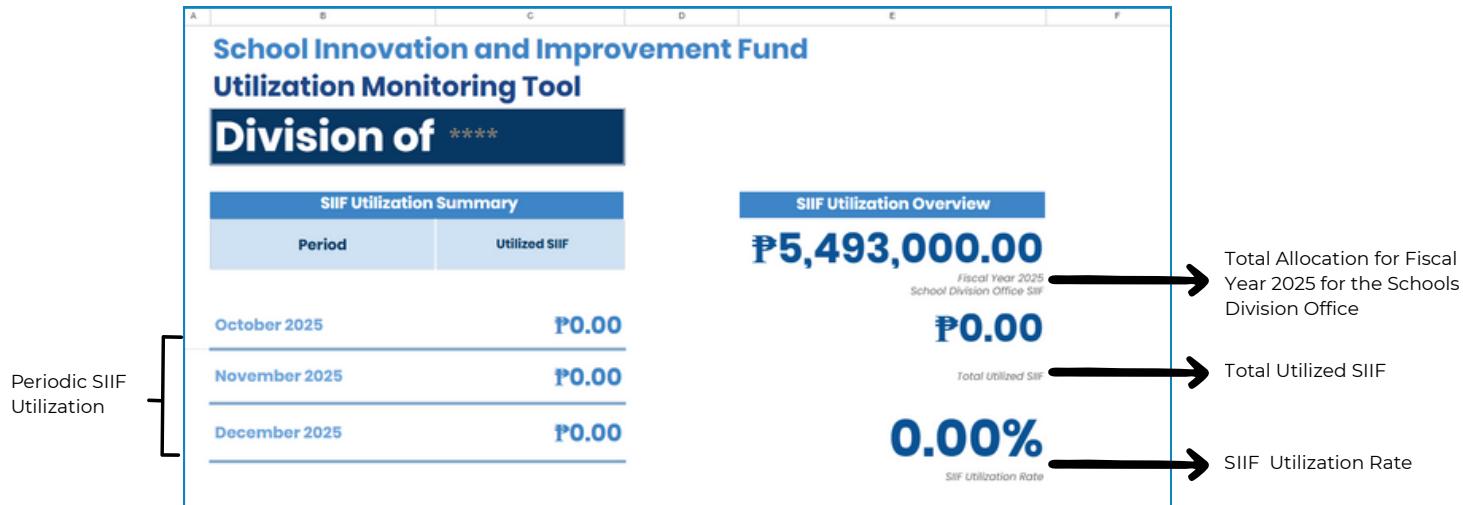
₱5,493,000.00  
Fiscal Year 2025  
School Innovation Fund Office SIIF  
₱0.00  
Total Utilized SIIF  
0.00%  
SIIF Utilization Rate

**Table of School Data:**

No.	Division	School ID and School Name	Level of Education	SIIF Approved (Amount)	Utilized SIIF (Amount)	ARAL (Reading, Science, Math)	Remediation	Enhancement/Enrichment		
1	Division of Abra	DS1075 Buton ES	Elementary School	₱50,000.00	₱0.00	Oct 2025	Nov 2025	Dec 2025	Oct 2025	Nov 2025
2	Division of Abra	DS1079 Dibabao ES	Elementary School	₱50,000.00	₱0.00					
3	Division of Abra	DS1082 Dugdugan ES	Elementary School	₱50,000.00	₱0.00					
4	Division of Abra	DS1088 Lingay Elementary School	Elementary School	₱50,000.00	₱0.00					
5	Division of Abra	DS1070 Colomoyan ES	Elementary School	₱50,000.00	₱0.00					
6	Division of Abra	DS1074 Dogumon Central School	Elementary School	₱50,000.00	₱0.00					
7	Division of Abra	DS1076 Patac ES	Elementary School	₱50,000.00	₱0.00					

**Buttons at the bottom:**

- SIIF Validation Tool
- SIIF Monitoring Tool



Periodic SIIF Utilization

Observe data accuracy under the columns for Division, School ID, School Name, Level of Education, SIIF Allocation per School, and Utilized SIIF per School.

No.	Division	School ID and School Name	Level of Education	SIIF (each school)	Utilized SIIF (each school)
1	Division of Abra	135015 Buntoc ES	Elementary School	₱50,000.00	₱0.00
2	Division of Abra	135017 Daldalao ES	Elementary School	₱50,000.00	₱0.00
3	Division of Abra	135082 Duckigan ES	Elementary School	₱50,000.00	₱0.00
4	Division of Abra	135088 Lingey Elementary School	Elementary School	₱50,000.00	₱0.00
5	Division of Abra	135176 Caburanay ES	Elementary School	₱50,000.00	₱0.00
6	Division of Abra	135178 Doguiman Central School	Elementary School	₱50,000.00	₱0.00
7	Division of Abra	135002 Pikek ES	Elementary School	₱50,000.00	₱0.00
8	Division of Abra	135027 Benben Elementary School	Elementary School	₱50,000.00	₱0.00
9	Division of Abra	135028 Bulbulula ES	Elementary School	₱75,000.00	₱0.00
10	Division of Abra	135020 Canan ES	Elementary School	₱67,000.00	₱0.00
11	Division of Abra	135031 Gongonot Elementary School	Elementary School	₱50,000.00	₱0.00

ARAL (Reading, Science, Math)		
Oct 2025	Nov 2025	Dec 2025
Remediation		
Oct 2025	Nov 2025	Dec 2025
Enhancement/Enrichment		
Oct 2025	Nov 2025	Dec 2025
No.1   Other SIIF Supported Intervention		
Oct 2025	Nov 2025	Dec 2025
No. 2   Other SIIF Supported Intervention		
Oct 2025	Nov 2025	Dec 2025

Monitor the accuracy of periodic SIIF Utilization data entered for the interventions identified in school.

# THANK YOU!

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## Contact

DepEd BHROD - School Effectiveness  
Division (SED)

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8633-5397