District Letter No. 38, s. 2026

Date: October 14, 2026

To: All School Heads
All Administrative Officers
All Administrative Assistants
All Others Concerned

Subject: CASCADING OF THE STRATEGIC PLANNING FRAMEWORK FOR APEX BULACAN 2035 AND WORKSHOP ON THE FINALIZATION OF SCHOOL ANNUAL IMPLEMENTATION PLANS (AIPs) AND SUPPORTING DOCUMENTS

1. In reference to Division Memorandum No. 454, s. 2026, titled "Strategic Planning Workshop on APEX Bulacan 2035 for the Revision of School Improvement Plans and Preparation of Annual Implementation Plans (Batches 1 and 2)," this office shall conduct a district-level cascading and planning activity on Monday, October 19, 2026, beginning at 7:30 am onwards.

2. This activity aims to ensure that school-level planning processes are aligned with the national, regional, and division education priorities, particularly the Quality Basic Education Development Plan (Q-BEDP) 2025-2035, NEXUS R3, and APEX Bulacan 2035. It shall also provide an opportunity for school heads and concerned administrative personnel to collaboratively review, refine and finalize their respective school plans and corresponding financial, budgeting, and procurement documents.

3. All Public Elementary School Heads, Administrative Officers and Administrative Assistants are directed to attend and actively participate in the activity. Their collaborative engagement is essential to ensure that the school's strategic priorities are translated into feasible, properly costed, and implementable programs, projects and activities.

4. To facilitate the effective cascading of the planning framework and the enhancement of school-level planning documents, the following personnel, who are co-participants in the Division Strategic Planning Workshop, shall serve as Resource Speakers during the district activity:

- Arleen M. Porras, PhD
- Alicia M. Sacdalan, PhD
- Olivia O. Ferrer, PhD

They are requested to share the key learnings, planning directions, and relevant guidelines from the Division activity to guide school heads.

5. The primary expected outputs of this activity is a polished and finalized Annual Implementation Plan (AIP), complete with all required and properly aligned supporting attachments, consistent with the school's priorities, identified targets, planned activities, and available resources. These shall include, as applicable:

a. Work and Financial Plan (WFP);
b. School Operating Budget;
c. Cash Programming;

d. Project Procurement Management Plan (PPMP);
e. BED 3
f. Annual Procurement Plan (APP)
g. Gender and Development Plan (GAD)

All documents must be consistent with one another and clearly reflect the programs, projects, activities, budgetary requirements, procurement needs and implementation schedules identified in the AIP. Participants are expected to check the completeness, accuracy and alignment of these documents before submission.

6. In preparation for the activity, all concerned personnel shall bring their respective school's existing SIP and AIP, together with the aforementioned supporting documents and other relevant planning and budgeting references, in both editable electronic format and printed copies, whenever available and applicable. They are expected to come prepared to review and improve their documents during the workshop.

7. School heads shall take the lead in ensuring that their respective school planning teams work collaboratively throughout the process. Administrative Officers and Administrative Assistants shall provide the necessary technical and administrative support, particularly in reviewing the alignment of the AIP with the corresponding financial, budgetary, cash programming and procurement documents.

8. All participants are enjoined to observe diligence, accuracy and accountability in preparing the required outputs. The activity shall not merely result in the completion of planning templates but shall ensure that the finalized documents serve as practical guides for effective resource utilization and the delivery of quality basic education.

9. For strict compliance and appropriate action.

ANA LIZA M. VILLANUEVA, EdD
District Supervisor

Enclosure No. 1 District Letter No. 38, s. 2026

District Cascading of the Strategic Planning Framework for APEX Bulacan 2035 and Workshop on the Finalization of School Annual Implementation Plan (AIP) and Supporting Documents

Training Matrix

October 19, 2026

Time	Activity/ Topic	Person-In-Charge/ Speaker
7:00 AM – 7:30 AM	Registration	Mrs. Luzshielle M. Magabilin *Head Teacher I/ Bulusukan ES*
7:30 AM – 8:00 AM	Preliminary Activities • Prayer • Checking of Attendance	Mrs. Jo-an S. Guansing *Principal I/ Buhol na Mangga ES* Mr. Gerardo M. Sevilla *Principal III/ B. Munti ES*
	• Inspirational Message and Orientation	**ANA-LIZA M. VILLANUEVA,EdD** *Public Schools District Supervisor*
8:00 AM – 8:30 AM	Strategic Planning Directions	Dr. Olivia O. Ferrer *Principal III/ Sta.Catalina Mtda.ES*
8:30 AM – 9:00 AM	FY 2027 Program and Projects and AIP Attachments (SOB, WFP, CP, BED 3, APP, PPMP, GAD Plan)	Dr. Arleen M. Porras *Principal IV/ San Ildefonso ES*
9:00 AM – 9:30 AM	Presentation of APEX Bulacan 2035	Dr. Alicia M. Sacdalan *Principal III/ Sta.Catalina Bata ES*
9:30 AM – 9:50 AM	***HEALTH BREAK***	
9:50 AM – 10:15 AM	Presentation of AIP (Pillar A)	Dr. Olivia O. Ferrer *Principal III/ Sta.Catalina Matanda ES*
10:15 AM – 10:45 AM	Presentation of AIP (Pillar P)	Dr. Arleen M. Porras *Principal IV/ San Ildefonso ES*
10:45 AM – 11:15 AM	Presentation of AIP (Pillar E and X)	Dr. Alicia M. Sacdalan *Principal III/ Sta.Catalina Bata ES*
11:15 AM – 12:00 NN	Workshop	All School Heads, AOs and ADAS
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 PM - 2:00 PM	Workshop	All School Heads, AOs and ADAS
2:00 PM – 5:00 PM	Presentation of Output/Awarding of Certificates	All School Heads