Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

October 5, 2026

DIVISION MEMORANDUM
No. 582, s. 2026

ISSUANCE OF MATERIALS, WAYS FORWARD, AND PRESCRIBED TEMPLATES USED DURING THE SCHOOL HEADS PLANNING CONFERENCE FOR FY 2027

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to the recently conducted **School Heads Planning Conference for FY 2027**, this Office hereby issues the presentation materials, reference documents, planning tools, and prescribed templates discussed and utilized during the activity.

2. The issuance of these materials aims to provide all schools with a common reference in the preparation, alignment, implementation, monitoring, and evaluation of their plans, programs, projects, and activities for FY 2027.

3. All School Heads are advised to review the conference materials and ensure that the preparation of their respective plans and targets is anchored on the agreed directions, priorities, performance indicators, and other planning parameters presented during the conference.

4. As part of the ways forward, schools and districts shall undertake the following:
   a. Review identified needs, gaps, performance targets, and priority interventions based on available and validated data;
   b. Ensure that proposed programs, projects, and activities are aligned with applicable performance commitments, Division priorities, and identified learner and school needs;
   c. Accomplish the prescribed planning and monitoring templates using complete, accurate, consistent, and evidence-based information;
   d. Establish clear targets, timelines, responsible persons, resource requirements, and expected outputs and outcomes for each proposed activity;
   e. The Public Schools District Supervisors (PSDSs) shall be responsible for the checking and validation of the Work and Financial Plans (WFPs) for FY 2027 of schools under their respective districts. The suggested district-level checking and validation shall be conducted on November 6, 2026;
   f. During the checking and validation, the PSDSs shall ensure the completeness, accuracy, consistency, and alignment of the schools' proposed programs, projects, and activities, including the

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corresponding targets and budgetary requirements, with the applicable planning directions and performance commitments;

g. School Heads shall incorporate the necessary revisions and corrections based on the findings and recommendations of their respective PSDSs prior to final submission;
h. The checked and validated WFPs for FY 2027 shall be submitted to the Division Office on or before November 16, 2026, with the documents Attention: Dr. Arceli S. Lopez, PhD, Chief, School Governance and Operations Division (SGOD);
i. Regularly monitor the implementation and accomplishment of planned activities and document corresponding results, issues, adjustments, and recommendations; and
j. Use monitoring and evaluation findings as basis for decision-making, program improvement, and succeeding planning activities.

5. The following materials and templates are hereby issued for reference and use, as applicable:
   - School Heads Planning Conference for FY 2027 presentation materials;
   - FY 2027 planning directions and agreed ways forward;
   - prescribed **Work and Financial Plan (WFP) Template**;
   - **School M&E Plan Template**, and;
   - planning, monitoring, and appraisal tools presented during the conference.

6. Schools are reminded to maintain consistency among their performance targets, planned activities, resource requirements, and monitoring results. Programs, projects, and activities reflected in the WFP should directly contribute to the achievement of established performance indicators and identified priority needs. Correspondingly, implementation accomplishments shall be monitored and reported through the prescribed PIR and other applicable monitoring mechanisms.

7. The electronic copies of the materials and templates may be accessed through https://tinyurl.com/PlanCon2027Materials . School Heads are advised to use only the officially issued versions of the templates to ensure uniformity and consistency of submissions across the Division.

8. The **Planning and Research Section**, in coordination with the concerned functional divisions and units, shall provide the necessary technical assistance and clarification relative to the use of the issued materials and templates.

9. Immediate dissemination of and strict compliance with this Memorandum is desired.

LEANDRO C. CANLAS, PhD, CESO VI
Assistant Schools Division Superintendent

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