



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division  
Superintendent**

May 18, 2020

**DIVISION MEMORANDUM**

No. 96, s. 2020

**SUBMISSION OF REVISED AIP, APP, PPMP and MCP**

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

1. The educational system here in our country has been greatly affected due to the recent COVID-19 pandemic. Though efforts have been made to stem the spread of the virus, the outbreak is still not fully subdued. Thus, our country and the world continue to endure the unexpected health crisis.
2. Amidst the crises our country is facing recently, the Department of Education is committed to ensure the education continuity. Education must continue to give hope and stability, contribute to the normalization of activities in the country, facilitate development of the learners and bring normalcy to their lives, but health and safety of learners and school personnel are of utmost importance and must be protected at all times.
3. To adapt on our current situation and to address the needs of the school on precautionary measures, the School heads are required to revise their AIP, APP, PPMP and MCP for the period May to December 2020. The following are to be considered:
  - a. The following items should be included in the plans:
    - i. Repairs for handwashing facility – target is to have handwashing every classroom
    - ii. Reproduction of learning modules – this includes purchase of bond papers, ink, printer and other materials for reproduction, **photocopy not allowed**
    - iii. Purchase of disinfectants – this includes alcohol, liquid soap, disinfectant spray, etc
    - iv. Purchase of washable face mask for teachers and students – target is to have at least 2 per person (can purchase cloth & have it sewn for minimal cost)
    - v. Purchase of thermal scanner
    - vi. Internet Expense for teachers – maximum of P100/teacher/month from April to June



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- b. The following items should be adjusted in the plans:
    - i. Communication Exp – increase from P300 to P1000/month (this already includes the internet load if not subscribed to an internet provider)
  - c. To be excluded in plans:
    - i. All repairs except handwashing
    - ii. Graduation expenses
    - iii. Training Expense of INSET (May and October)
    - iv. Other expenses that could not be implemented due to COVID
  - d. Cost of materials should be based on market price.
  - e. Total amount of MCP per month should be the same on previous submission
4. Deadline of submission of the revised plans is on May 27, 2020. Submit to Budget Unit.
5. For technical assistance, contact your respective bookkeepers via text message, call or facebook messenger.
6. Immediate dissemination of this memorandum is desired.

  
PORTIA M. MALLORCA, Ph. D., CESO V  
Schools Division Superintendent 



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