



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Tel. (082) 553-8375 |
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October 29, 2018

DIVISION MEMORANDUM

No. 1040, series of 2018

**TWO-DAY DEEPENING OF ENHANCED SCHOOL IMPROVEMENT PLAN (SIP)
PREPARATION**

TO: Chief Education Supervisor- SGOD
Chief Education Supervisor- CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Bookkeeper-Designates of Public Elementary and Secondary Schools
All Concerned

1. Governance of Basic Education Act of 2001 (RA 9155) stipulates that the school shall be the heart of the formal education system where children learn and provided with the best basic education. It further mandates the state to empower schools and learning centers to make decisions on what is best for the learners they serve. RA 9155 also entrusts to the school heads the authority, accountability, and responsibility to develop school education programs and sets of plans.
2. Considering that the 3-year Enhanced School Improvement Plan (SIP) for Cycle 2 is to be implemented in School Years 2019-2022, there is a need for school heads together with their Bookkeeper-Designates as well as the Public Schools District Supervisors to revisit the planning process and discuss the formats and entries in crafting school plans.
3. With this, a **Division Two-Day Deepening of Enhanced School Improvement Plan (SIP) Preparation** shall be conducted on **November 20-21, 2018**. The venue during the first day is Nakayama Function Hall, Digos City, while the venue on the second day is CAP Auditorium, Digos City. The participants are the Public Schools District Supervisors, all school heads, and all School Bookkeeper-Designates. The participants are expected to relearn the formulation of the school master plan, i.e. the Enhanced School Improvement Plan, alongside with the preparation of Annual Implementation Plan (AIP), Project Procurement Management Plan (PPMP), and Annual Procurement Plan (APP).
4. Attached is the training matrix for easy reference as to the expected tasks and outputs of the participants during the training.
5. Each participant is required to bring laptop, extension wire, hard copy of the Enhanced School Improvement Plan for Cycle 1, hard copy of the Annual Implementation Plan (AIP) for SY 2018-2019, hard copy of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) for both GPPB and Common-Used Supplies and Equipment for CY 2019, ½ ream of legal-sized book paper for each school, and printer (1 printer per school).
6. Registration fee of P800.00 per participant covering 2 lunch and 4 snacks shall be charged against HRTD Funds, while travel and other incidental expenses shall be charged against School MOOE/local funds for school personnel subject to the usual accounting and auditing rules and regulations.



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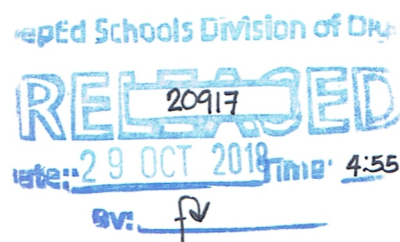
7. For information, guidance and compliance.

WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

References: Division Memorandum

EAH: Division Two-Day Deepening of Enhanced School Improvement Plan (SIP) Preparation

29 October 2018





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TWO-DAY DEEPENING OF ENHANCED SCHOOL IMPROVEMENT PLAN (SIP) PREPARATION

TRAINING MATRIX
November 20-21, 2018

Time	ACTIVITY	OBJECTIVES	PERSON IN-CHARGE	RESOURCES NEEDED	OUTPUT/ OUTCOME
Day 1 8:00- 8:30	Arrival/ Registration	Have the participants registered and settled	Mrs. Antonia Jumawan & Mr. Juliato Trazo	Sheets of paper, folders, pens	Participants were duly registered
8:30- 9:00	Opening Program National Anthem Prayer Hymno Digoseño Presentation of Participants Rationale & Welcome Message Messages	Set the participants for the day's activity	AVP Mrs. Joy Baulete School Head AVP Mr. Patriotiso O. Peñas PSDS District SBM In-Charge Sollie B. Oliver, MATE, LLB SGOD Chief Winnie E. Batoon, EdD, CESE OIC-SDS Melanie P. Estacio, PhD OIC-ASDS	Laptop, projector, public address	Participants were set and ready for the day's activity



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9:00-11:00	SIP Deepening: Assess	Deepen participants' understanding on the processes of: - Identifying/ Reviewing Priority Improvement Areas - Analyzing the Priority Improvement Areas	Mrs. Evangeline A. Hernan EPS- Div SBM Coor	Laptop, projector, public address	Participants gained deeper understanding on the school improvement planning processes in the Assess Phase
11:00-12:00	Writeshop & Reporting: Columns 3-6 of the Planning Worksheet	Formulate at least 1 example of Priority Improvement Area per KRA and its corresponding General Objective, Root Cause/s and Time Frame	Mrs. Evangeline A. Hernan EPS- Div SBM Coor	Projector, public address, worksheets	Participants were able to formulate and discuss at least 1 example of Priority Improvement Area per KRA and its corresponding General Objective, Root Cause/s and Time Frame
12:00-1:00	Lunch Break				
1:00-2:30	SIP Deepening: Plan	Strengthen participants' capacity on - Reviewing General Objectives and Targets - Formulating Solutions - Developing Project Designs - Writing the School Improvement Plan (SIP) - Preparing the Annual Improvement Plan (AIP)	Mrs. Evangeline A. Hernan EPS- Div SBM Coor	Laptop, projector, public address	The participants manifested clear understanding of and appreciation to the steps in the Plan Phase of the School improvement planning process by integrating key concepts in their strategic plans
2:30-3:30	Writeshop & Reporting: Project Work Plan and Budget Matrix, AIP Preparation	-Prepare Project Work Plan and Budget Matrix -Prepare Annual Implementation Plan based on the identified Priority Improvement Area	Mrs. Evangeline A. Hernan EPS- Div SBM Coor	Projector, public address, worksheets	-Participants prepared and discussed Project Work Plan and Budget Matrix -Participants prepared and discussed Annual Implementation Plan based on the identified Priority



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					Improvement area
3:30-4:30	SIP Deepening: Act	Increase participants' level of understanding on: • Testing the Solutions • Rolling out the Solutions	Ida I. Juezan, EdD PSDS, Div SBM TF Member	Laptop, projector, public address	The participants recognized the significance of formulating appropriate solutions in addressing gaps
4:30-5:00	M&E: Checking Progress of AIP	Analyze progress of AIP implementation	Mr. Eleser P. Mateo EPS II-SMM&E	Laptop, projector, public address	The participants gained deeper understanding on the importance of formulating monitoring scheme in checking progress of AIP implementation
Day 2 8:00-8:20	Arrival/Registration	Have the participants registered and settled	Mr. Aldin Barsalote & Mrs. Rebecca Lorelie Deiparine	Sheets of paper, folders, pens	Participants were duly registered
8:20-8:45	Prefatory Makabayan Song Prayer Attendance check Recapitulation	Set the participants for the day's activity	Identified Schools District	Laptop, projector, public address	Participants were set and ready for the day's activity.
8:45-9:15	Deepening: PPMP	Strengthen participants' understanding on the specifications needed in the preparation of Project Procurement Management Plan (PPMP)	Miss Analiza C. Almazan EPS, Division BAC Secretariat Head	Laptop, projector, public address	The participants noted the important specifications needed in the preparation of PPMP
9:15-10:00	Writeshop & Reporting: PPMP	Prepare Project Procurement Management Plan based on the projects reflected in the AIP	Miss Analiza C. Almazan EPS, Division BAC Secretariat Head	Projector, public address, worksheets	The participants prepared Project Procurement Management Plan based on the projects reflected in the AIP



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10:00-10:45	Deepening: APP	Deepen participants' understanding on the coherence of fiscal plans with the SIP/AIP	Miss Analiza C. Almazan EPS, Division BAC Secretariat Head	Projector, public address	The participants manifested understanding on crafting fiscal plans coherent with the SIP/AIP
10:45-12:00	Writershop & Reporting: APP	Prepare Annual Procurement Plan	Miss Analiza C. Almazan EPS, Division BAC Secretariat Head	Projector, public address, worksheets	The participants prepared Annual Procurement Plan
12:00-1:00	Lunch Break				
1:00-1:30	Walkthrough: SMEA vis-à-vis SIP	Update the participants on the processes of monitoring, evaluating and adjusting plans vis-à-vis SIP/AIP implementation	Mr. Eleser P. Mateo EPS II-SMM&E	Projector, public address	The participants gained awareness on SMEA processes pertaining to SIP/AIP implementation
1:30-3:30	Workshop: - Identifying PIAs in the SIP that are unimplemented/ need to be strengthened - Reviewing/ Setting Targets - Formulating SIP, AIP, PPMP, APP based on the evaluation of the latest SIP/AIP	Lead and facilitate participants' understanding on formulating SIP, AIP, PPMP and APP based on the evaluation of the recent SIP and AIP	Mrs. Evangeline A. Hernan EPS- Div SBM Coor	Projector, public address, worksheets	Participants formulated SIP, AIP, PPMP and APP based on the evaluation of the recent SIP and AIP
3:30-4:30	Presentation of Output and Critiquing	Present output to the plenary and gather inputs for refinement	Panel: Mr. Patriotiso Penas, Mrs. Helen Casimiro, Miss Arlene Barba	Projector, public address	Participants presented output and gathered significant inputs for improvement of plans



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4:30- 4:45	Submission of outputs	Submit hard copies of SIP, AIP, PPMP, APP	Ida I. Juezan, EdD PSDS- Div SBM TF Member	Laptop, printer, sheets of paper	Participants produce workable and relevant development plans
4:45- 5:00	Closing Program Distribution of Certificates Closing Prayer		Identified Schools District		