



Office of the City Schools
Division Superintendent

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



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February 19, 2019

DIVISION MEMORANDUM

No. 158, series of 2019

**REMINDER ON THE TIMELINE FOR ENHANCED SCHOOL IMPROVEMENT PLAN (SIP)
AND ANNUAL IMPLEMENTATION PLAN (AIP) PREPARATION,
CHECKING AND SUBMISSION**

TO: Chief Education Supervisor- SGOD
Chief Education Supervisor- CID

Attn: Education Program Supervisor- SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. In reference to the agreement done during the conduct of the 2-Day Deepening of Enhanced School Improvement Plan (SIP) Preparation last November 20-21, 2018 at Nakayama Function Hall for Day 1 and CAP Auditorium for Day 2 and in alignment with the schedule specified in DepEd Order No. 44, s. 2015 *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*, all Public Elementary and Secondary School Heads of Digos City Division are hereby reminded of the timeline for the preparation, checking and submission of Enhanced School Improvement Plan (SIP) for Cycle 2 covering School Years 2019-2020, 2020-2021, and 2021-2022 and the Annual Implementation Plan (AIP) for SY 2019-2020 covering April 2019 to May 2020, as follows:

Activity	Date
<i>Preparatory Activity</i>	
Gathering and Organizing Data	January 2019
Organizing/ Reorganizing the School Planning Team (SPT)	February 1-6, 2019
SPT Orientation and Vision Sharing	February 7-8, 2019
PHASE 1- ASSESS	February to March 8, 2019
PHASE 2- PLAN	
Write the SIP and AIP	March 11-15, 2019
Submission of SIP and AIP to PSDS In-charge and Checking of SIP and AIP by the PSDS	March 18-28, 2019
Submission of Checked SIP and AIP to the Division SBM Coordinator	March 29, 2019
SIP and AIP Appraisal by the Division Appraisal Committee	April 1-19, 2019

SIP and AIP Packaging	April 22-23, 2019
Submission of SIP and AIP for Approval by the Schools Division Superintendent and Issuance of Certificate of Acceptance	April 24, 2019
PHASE 3- ACT	<i>Schedule depends on implementation period of specific project/s as reflected in the SIP/AIP</i>

2. School heads are also reminded that Priority Improvement Areas (PIAs) are to be categorized as Access, Quality, or Governance with reference to the Intermediate Outcomes per learning stage indicated in the Planning Worksheet of the School Improvement Plan.
3. Further, to ensure internalization of the SIP preparation and to promote collaborative engagement of stakeholders, School Heads are advised to download inputs to their respective School Planning Team and Project Teams the salient points in the SIP Instructional Videos which are uploaded in DepEd Digos City website www.depeddigoscity.org last November 2018.
4. Signatories in the AIP and SIP are as follows:
 - Prepared by all members of the School Planning Team including the School Head as the Team Leader
 - Checked by the PSDS In-charge
 - Reviewed by the Division Appraisal Committee
 - Approved by the Schools Division Superintendent
5. For guidance and compliance.


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

References: DepEd Order
 EAH: Reminder on the Timeline for the Enhanced School Improvement Plan (SIP) and Annual Implementation Plan (AIP) Preparation, Checking and Submission
 19 February 2019

DepEd Schools Division of Digos City
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