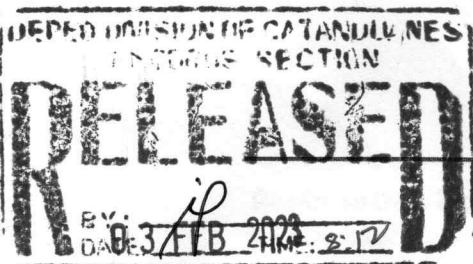




Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



February 01, 2023

DIVISION MEMORANDUM

No. 057, s. 2023

**COACHING ON THE CRAFTING OF THE SCHOOL IMPROVEMENT PLAN (SIP)
CY 2023-2025 AND ALIGNMENT TO THE DIVISION EDUCATION
DEVELOPMENT PLAN CY 2023-2028**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the District
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Memorandum OUCOS-PS-2022-027 or the Implementation Arrangements for DepEd Order No. 44, s. 2015 (Guidelines on the Enhanced School Improvement Planning Process and School Report Card), this Office through the SGOD Planning and Research Section, School Management, Monitoring, and Evaluation Section, and Human Resource and Development Section will conduct the above-captioned activity on **February 16, 2023 (Virtual)** and **March 1-2, 2023 (In-Person/On-site)**. The online platform and venue will be announced on a separate issuance.
2. This activity aims to:
 - a) Facilitate cohesion, unity, and interconnectedness of quality basic education planning from the division level to the school level;
 - b) Equip the School Heads with the necessary competencies to craft the school's SIP to align with the SDO's strategic directions and objectives articulated in the DEDP; and
 - c) Ensure seamless integration of the "Four Pillars" (Access, Efficiency, Quality, Resilience Well-Being) and Governance as enabling mechanisms for sustainability in the School Improvement Plan
3. The participants of this activity are the 268 School Heads of public elementary and secondary schools in the Division, 17 Public Schools District Supervisors and In-Charge of the District, and the 15 members of the Program Management Team. A



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Registration Fee of P 600.00 only shall be charged to the School Heads, and will be collected during the on-site activity on March 1, 2023.



4. Further, participants are requested to accomplish the Learning Needs Assessment (LNA) tool through the link below no later than February 10, 2023:

<https://bit.ly/LNA-CoachingCraftingSIP>

5. Attached is the matrix of activities and the Program Management Team. Further, a Division Staff Orientation Workshop (DSOW) of the Program Management Team shall be conducted on February 13-14, 2023 at the SGOD Office.

6. Expenses for meals and venue on March 1-2, 2023 shall be charged from the Division HRTD Fund and from the Registration Fee of the participants. Registration and traveling expenses of the participants shall be charged to the local funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination and compliance with this Memorandum are earnestly desired.


MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer-in-Charge 



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Enclosure 1 to DM 024, s. 2023

Indicative Matrix of Activities

Date	Time	Topic/Activity	Resource Person/Team	
February 16, 2023 (Virtual)	8:00-8:10	Preliminaries <i>Nationalistic Song</i> <i>Prayer</i>	PMT	
	8:10-8:30	Statement of Purpose and Message	Ma. Luisa T. Dela Rosa	
	8:30-9:00	Message	Susan S. Collano	
	9:00-9:30	DEDP 2023-2028: Overview	Aroline T. Borja	
	9:30-10:00	Rationale and Background	Mary Jean S. Romero Romel G. Petajen	
	10:00-10:30	Strategic Direction	Rey C. Bonayon Anjo G. Tugay	
	10:30-11:00	Performance Targets	Carol P. Gil Elizabeth S. Urbano	
	11:00-11:30	Organizational Capacity and Implementation Arrangement	Achilles V. Alberto I	
	11:30-12:00	Analysis and Management of Risk / Timelines	Sarah S. Chiong	
	12:00-1:00	BREAK		
	1:00-1:30	Aligning SIP to DEDP	Anjo G. Tugay	
	1:30-2:00	Vision, Mission, Core Values	AVP	
	2:00-2:30	Phase 1: Assess	AVP	
	2:30-3:00	Phase 2: Plan and Report Card	AVP	
	3:00-3:30	Phase 3: Monitoring and Evaluation	AVP	
	3:30-4:00	Open Forum	AVP	
	4:00-4:30	Action Plan and Ways Forward	Rey C. Bonayon	
	4:30-5:00	Closing	PMT	
	March 1, 2023 (On-Site)	7:30-8:00	Registration	Liza R. Bernardo
		8:00-8:10	Preliminaries <i>Nationalistic Song</i> <i>Prayer</i>	PMT



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	8:10-8:30	Statement of Purpose and Message	Ma. Luisa T. Dela Rosa
	8:30-9:00	Message	Susan S. Collano
	9:00-11:00	BEMEF	Mary Jean S. Romero Sarah S. Chiong
	11:00-11:30	Workshop	PMT
	11:30-12:00	Presentation of Outputs (BEMEF)	PMT
	12:00-1:00	BREAK	
	1:00-1:30	Presentation (SIP) Reactor	Pandan East Viga West
	1:30-2:00	Presentation (SIP) Reactor	Pandan West Viga East
	2:00-2:30	Presentation (SIP) Reactor	Caramoran North Bagamanoc South
	2:30-3:00	Presentation (SIP) Reactor	Caramoran South Bagamanoc North
	3:00-3:30	Presentation (SIP) Reactor	San Andres East Panganiban
	3:30-4:00	Presentation (SIP) Reactor	San Andres West Gigmoto
	4:00-4:30	Presentation (SIP) Reactor	Virac North Baras South
	4:30-5:00	Presentation (SIP) Reactor	Virac South Baras North
March 2, 2023	8:00-8:30	Preliminaries	
	8:30-9:00	Presentation (SIP) Reactor	Bato East San Miguel South
	9:00-9:30	Presentation (SIP) Reactor	Bato West San Miguel North
	9:30-10:00	Presentation (SIP) Reactor	Viga West Bato West
	10:00-10:30	Presentation (SIP) Reactor	Viga East Bato East
	10:30-11:00	Presentation (SIP) Reactor	Bagamanoc South Virac South
	11:00-11:30	Presentation (SIP) Reactor	Bagamanoc North Virac North



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11:30-12:00	Presentation (SIP) Reactor	Panganiban San Andres West
12:00-1:00	BREAK	
1:00-1:30	Presentation (SIP) Reactor	Gigmoto San Andes East
1:30-2:00	Presentation (SIP) Reactor	Baras South Caramoran South
2:00-2:30	Presentation (SIP) Reactor	Baras North Caramoran North
2:30-3:00	Presentation (SIP) Reactor	San Miguel South Pandan West
3:00-3:30	Presentation (SIP) Reactor	San Miguel North Pandan East
3:30-4:30	Feedback and Wrap-Up	PMT
4:30-5:00	Closing	PMT

Program Management Team

Executive	Susan S. Collano Ma. Luisa T. Dela Rosa Mary Jean S. Romero Romel G. Petajen Aroline T. Borja
Program Managers	Carol P. Gil Anjo G. Tugay Sarah S. Chiong Rey C. Bonayon
Members	Achilles V. Alberto I Elizabeth S. Urbano Liza R. Bernardo Imaculate T. Latorre Emeline Francia P. Abrasaldo
Support Staff	Dave B. Tantiado

