



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region V(Bicol)  
**SCHOOLS DIVISION OF CATANDUANES**  
 Virac, Catanduanes

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**RELEASED**

Division of Catanduanes

OS SECTION

APR 15 2019

8:00 AM

Date/Signature: *B*

Division Memorandum  
 No. 127, s. 2019

To: Assistant Schools Division Superintendent  
 Chiefs, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads, Public Elementary and Secondary Schools  
 SMME  
 Planning and Research  
 Division Accountant and Division Budget Officer

From:

**SOCORRO V. DELA ROSA, CESO V**  
 Schools Division Superintendent

Subject: **SCHOOL IMPROVEMENT PLAN DEVELOPMENT FOR SCHOOL YEAR 2019 - 2020 TO 2021 - 2022**

Date: April 15, 2019

- In compliance with DepEd Order No. 44, s. 2015, Preparation of the Enhanced School Improvement Plan (SIP) in a three-year cycle, and in adherence to DepEd Memorandum dated November 27, 2018, the following activities are to be undertaken in the crafting of SIP for SY 2019 – 2022.

DATE	ACTIVITIES	PERSONS INVOLVED
<b>Preparation Phase</b>		
December 10, 2018 (Reference: Division Memorandum 342, s. 2018)	Schools to undertake preparatory activities to gather information on situation of learners in terms of access to quality education and the situation of the school in terms of governance. The following templates will be used in this activity:	School Heads School SPT

*Part 4/15*

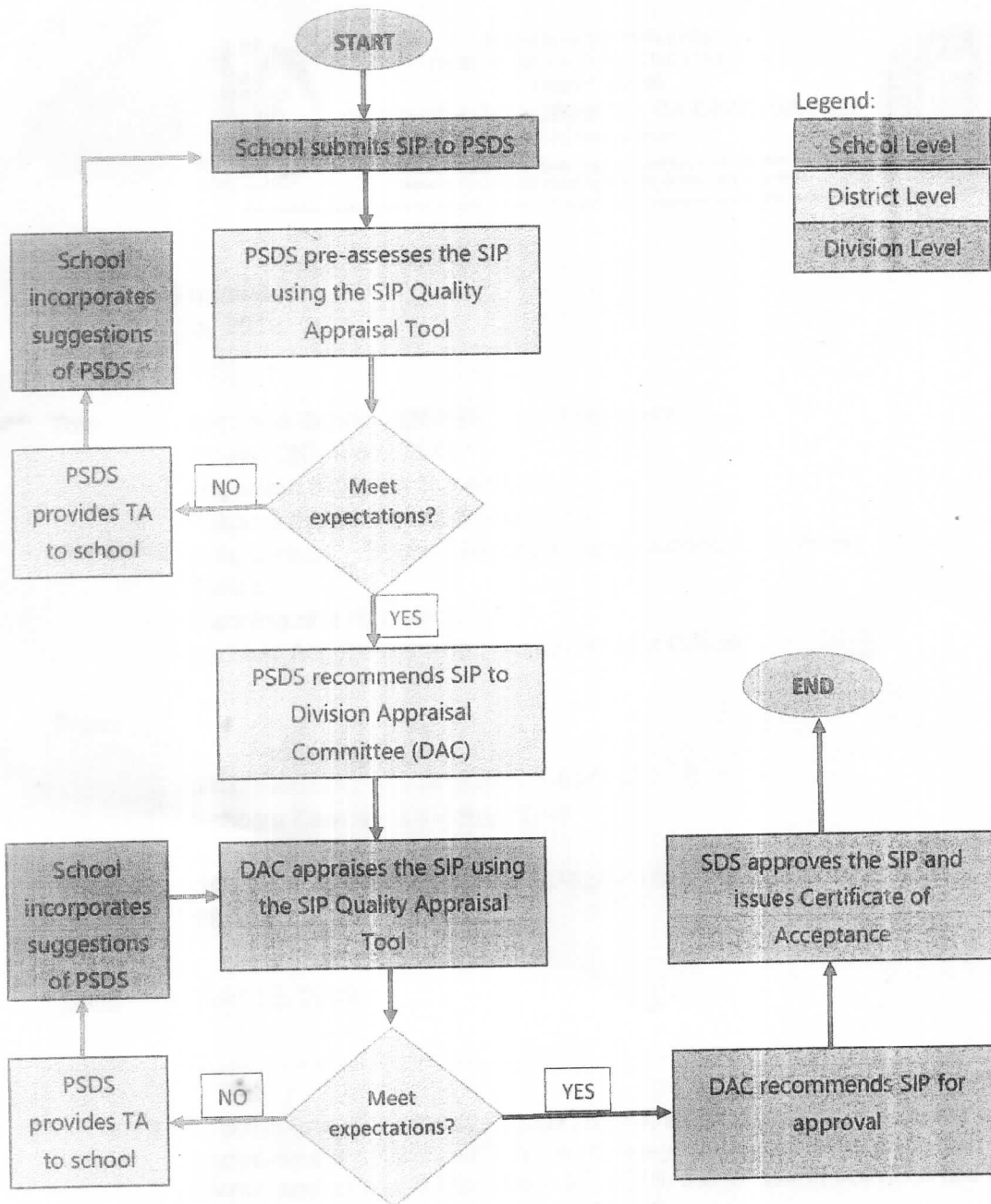
	<ul style="list-style-type: none"> <li>• 1A SCDT (School and Community Data Template)</li> <li>• 1B CMT (Child Mapping Tool)</li> <li>• 2A CFSS (Child Friendly School Survey)</li> <li>• 2B CPPIC (Child Protection Policy Implementation Checklist)</li> <li>• 2C SLSWHM (Student-Led School Watching and Hazard Mapping)</li> <li>• Gap Analysis</li> <li>• Wash in Schools (WinS Template)</li> <li>• Disaster Risk Reduction Management (DRRM)</li> </ul>	
February 13, 2019 (Reference: Division Advisory No. 21, s. 2019)	<p>Info-sharing of the following to all schools:</p> <ul style="list-style-type: none"> <li>• SIP Style guide</li> <li>• Appraisal Process and Quality Assessment Tool</li> <li>• SIP Instructional Videos</li> </ul>	PSDS by District School Heads; Elementary and Secondary School SPT
April 15, 2019	Division Orientation on SIP Instructional Videos, Style guide, Appraisal Process and Quality Assessment (QA) Tool	ASDS SGOD Chief CID Chief EPS, PSDS, Elem. and Sec. School Heads Accountant, Budget Officer Division SBM Coordinator SEPS P&R
April 17, 2019	Focus Group Discussion on SIP Style guide, Appraisal Process and Quality Assessment (QA) Tool and Instructional Videos	DAC, PSDS, SMME personnel
April 22, 2019	District Orientation on SIP Style guide, Appraisal Process and Quality Assessment (QA) Tool and Instructional Videos	PSDSs School Heads in the District
<b>Assess Phase</b>		
April 23, 2019	School-Based Orientation on SIP Style guide, Appraisal Process and Quality Assessment (QA) Tool and Instructional Videos	Members of the School Planning Team
<b>Plan Phase</b>		
April 24 – May 17, 2019	Preparation of SIP for SY 2019 – 2022	School Head and SPT
May 20 – 22, 2019	District Assessment	PSDSs School Heads

May 23 – 24, 2019	District recommends SIP for division appraisal through endorsement letter	PSDSs
May 27 – 31, 2019	Division Assessment	DAC
June 3, 2019	DAC recommends SIPs for approval	DAC Chairperson
June 4 – 7, 2019	Issuance of Certificate of Acceptance	SDS PSDSs School Heads
	Submission of adjusted AIP for FY 2019	School Heads Division Accountant

2. The SIP Style guide, Appraisal Process and Quality Assessment Tool may be downloaded through the link below:  
[bit.ly/QAToolandStyleguide](http://bit.ly/QAToolandStyleguide)
3. The SIP Instructional videos may be downloaded through [bit.ly/SIPVideos](http://bit.ly/SIPVideos)
4. The SIP Appraisal Contextualized Process Flow is attached as enclosure to this memorandum.
5. For widest dissemination and strict compliance.

# SIP APPRAISAL PROCESS

## Contextualized Flow Chart



Legend:

School Level
District Level
Division Level

- SIP Appraisal Process/ BHRD-SED/ November 2018
- PSDS KRA # 2: Technical Assistance to School Management