

Republic of the Philippines

Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

15 March 2024

**DIVISION MEMORANDUM**

No. 168, s. 2024

**DIVISION TRAINING WORKSHOP ON THE PREPARATION AND ADJUSTMENT OF STRATEGIC PLAN: SCHOOL IMPROVEMENT PLAN (SIP) FOR SY 2023-2028**

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, Schools Governance and Operation Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors/In-Charge of the Districts  
Elementary and Secondary School Heads  
All Others Concerned

1. This is to inform everyone that our office has adopted the Basic Education Development Plan (BEDP) 2030 in compliance with DepEd Order No. 24 s. 2024. This document will serve as a blueprint for DepEd in formatting, implementing, coordinating, monitoring, evaluating, and supervising policies, plans, programs, and projects in the area of formal and non-formal basic education.

2. To further support this initiative, we will be conducting a *Division Training Workshop on the Preparation and Adjustment of Strategic Plan: School Improvement Plan (SIP) for SY 2023-2028*. **This is a stay-in activity**, and the venue of the activity will be announced in a separate advisory. The training- workshop will start at 8:00 in the morning and there will be night sessions on the following dates:

- March 20-21, Batch 1 (San Andres and Zone 2)
- March 22-23, Batch 2 (Zone 4 - Caramoran and Pandan)
- March 25-26, Batch 3 (Virac and Zone 3)


3. Please note that the participants in this training- workshop are school heads/ TIC/OIC of all public elementary and secondary schools in the province. No proxy is allowed, and the registration fee of the participants shall be collected from their respective school MOOE/local funds amounting to Php 4,000.00 pesos per participant subject to the existing rules and regulations of budget and accounting. The fee covers meals and room accommodation, as follows:

- Day 1: snacks, lunch, snack, and dinner
- Day 2: breakfast, snack, lunch, snack, and dinner

4. In addition to this, participants are requested to bring with them their crafted SIP for SY2021- 2023, data on child mapping (if available), laptop, extension wire, and other references/documents that may be needed during the workshop. Likewise, participants should bring their toiletries and medicine if they have maintenance.

5. Attached to this memorandum is the matrix of the program and a training activity plan reference.

6. For information, guidance, and compliance of everyone.

  
SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent



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**IMPLEMENTATION PLAN**  
**DIVISION TRAINING- WORKSHOP ON THE PREPARATION AND ADJUSTMENT OF STRATEGIC PLAN: SCHOOL IMPROVEMENT PLAN**  
**(SIP) FOR SY 2023-2028**

March 20-21/March 22-23 /March 25-26, 2024  
 At \_\_\_\_\_

No.	ACTIVITY/EVENT	OBJECTIVE	ACTIVITY/WHAT TO PREPARE	EXPECTED OUTPUT	EXPECTED DATE TO FINISH /ACCOMPLISH	Duty Bearer
1	ARRIVAL /REGISTRATION	Ensure that all participants were registered	<ul style="list-style-type: none"> <li>• Prepare attendance sheets</li> <li>• Prepare registration sheets</li> <li>• Ballpeen</li> <li>• Extra coupon</li> </ul>	All participants were registered and given kits.	Everyday	Sir Steve (JO) Mam Novy (JO) Mam Ma. Eliza M. Icaranom AA1
2	OPENING PROGRAM/ Management of learning	Ensure that the opening program was successfully conducted	<ul style="list-style-type: none"> <li>• Copy of Program</li> <li>• Venue</li> <li>• Tables and Chairs</li> <li>• Stage with Decoration</li> <li>• Rostrum</li> <li>• Philippine Flag</li> </ul>	The Opening Program was successfully conducted	Everyday	Secretariat Sir Steve Mam Novy Mam Carol
3	SESSION PROPER	Ensure that training and workshops were successfully conducted	<ul style="list-style-type: none"> <li>• TAP</li> <li>• PPT</li> <li>• Session Guides</li> <li>• Session Materials</li> </ul>	Sessions were successfully conducted	Everyday	Aroline T. Borja Rey C. Bonayon Amelia R. Eusebio Cesmenda Borromeo Dennis L. Gianan Efren O. Matienzo Noel D. Torrena
4	CLOSING AND AWARDING CEREMONIES	To give awards and recognition to the teachers and students	<ul style="list-style-type: none"> <li>• Venue</li> <li>• Stage</li> <li>• Program</li> <li>• Awards</li> </ul>	Closing programs and awards and recognition were conducted	Day 2 of the training	Selected Participants



			<ul style="list-style-type: none"> <li>• Certificates of Appreciation, recognition, appearance</li> <li>• Tokens (if available)</li> <li>• Evaluation link</li> </ul>		
5	PROGRAM EVALUATION and WAYS Forward	To assess the conduct of the program		Generated data with analysis and interpretation	Mam Sarah S. Chiong or M and E Representative

Prepared by: *dn*

**AROLINE T. BORJA**  
Education Program Supervisor

Noted:

**MARY JEAN S. ROMERO**  
Chief SGOD

*RC*  
**REY C. BONAYON**  
Planning Officer III

Recommending Approval:

*CF*  
**CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent

Approved:

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

**DIVISION TRAINING- WORKSHOP ON THE PREPARATION AND ADJUSTMENT OF STRATEGIC PLAN: SCHOOL IMPROVEMENT PLAN (SIP)  
FOR SY 2023-2028  
TRAINING ACTIVITY PLAN  
March 20-21/22-23/March 25-26 2024**

TIME	Module Objectives <i>At the end of the session, participants will be able to:</i>	Session/Activity <i>(Indicate the title of the session/activity)</i>	Expected Outputs <i>(What will be produced during the session/activity)</i>	Topic/Content Highlights <i>(List the topics, themes, etc. to be covered in the session/activity)</i>	Teaching/ Learning Methodology	Nominated Facilitator/s <i>(Resource Persons/ Learning Team)</i>	Resources Needed <i>(Venue, materials, equipment, etc.)</i>
<b>Day 1- AM &amp; PM Sessions</b>							
<b>07:30 AM- 09:00 REGISTRATION/ OPENING PROGRAM / GTTY</b>							
<b>9:00- 10:00</b>	Participants should be able to familiarize themselves with content of the legal basis in preparing SIP	Context Policy (The 4-Point Basic Education	Enumerate the difference between the 3 legal bases/ documents	Legal Basis: BEDP MATATAG Agenda BEDP	Lecture Workshop	<b>Rey C. Bonayon</b> Planning Officer	PowerPoint presentation
<b>10:00-10:30</b>	Snacks						
<b>10:30-12:00</b>	Participants should be able to visualize a comprehensive School Improvement Plan aligned to the BEDP, REDP, and DEDP	Strategic Planning Phase I Alignment of BEDP DEPD	Preparation of Strategic Plan and Alignment of Schools' Strategic Plan to BEDP, EDP, and DEDP	BEDP REDP DEDP	Lecture & Workshop	<b>Amelia R. Eusebio</b>	PowerPoint presentation
<b>1:00-2:30</b>	Participants should be able to identify the processes and persons involved in the development of a strategic plan.  Participants should be able to appreciate the importance of identifying intermediate outcomes and outputs.	Strategic Planning Process: Phase 2 (Development and Alignment of Strategic Plan	Present the BEDPs Pillars reflecting intermediate outcomes	Pillars of BEDP SPT Roles and Responsibilities	Lecture and Workshop	<b>Cesmanda L. Borromeo</b>	PPT Metacards Paste Manila Paper

<b>TIME</b>	<b>Module Objectives</b> <i>At the end of the session, participants will be able to:</i>	<b>Session/Activity</b> <i>(Indicate the title of the session/ activity)</i>	<b>Expected Outputs</b> <i>(What will be produced during the session/ activity)</i>	<b>Topic/Content Highlights</b> <i>(List the topics, themes, etc. to be covered in the session/ activity)</i>	<b>Teaching/ Learning Methodology</b>	<b>Nominated Facilitator/s</b> <i>(Resource Persons/ Learning Team)</i>	<b>Resources Needed</b> <i>(Venue, materials, equipment, etc.)</i>	
<b>SNACKS</b>								
<b>2:30- 3:00</b>							Projector & screen	
<b>3:00- 4:30</b> Session 4	Discussion and Workshop on the Formulation of the In-Depth Situational Analysis	PESTLE Identify problems in school	Participants should be able to identify some problems/situations in their school categorized under political, economic, sociological, technological, legal	SWOT Analysis (Internal and Environmental Scanning )	Lecture Workshop	<b>Dennis L. Gianan</b>	Metacards Different colors Markers Manila Paper	
<b>4:30- 5:30</b>	Identify, analyze, and evaluate the challenges and be able to prioritize them and formulate strategic directions based on the identified gaps and challenges that are aligned across levels.	Key and Immediate Challenges, Formulation and Strategic Directions and Their Alignments Across Levels and School's MEA Framework	Participants will identify the challenges into key challenges	Key Challenges Alignment of the Strategic Directions	Lecture Workshop	<b>Efren O. Matienzo</b>	Manila Paper Marker Colored strips  Manila Paper Pentel Pen Colored strips Evaluation sheet	
<b>5:30-7:00</b>								
<b>7:00- 8:00</b>			Dinner					
<b>8:00-9:00</b>			Continuation of Workshop					



9:00 p.m.

**LIGHTS OFF**

TIME	Module Objectives At the end of the session, participants will be able to:	Session/Activity (Indicate the title of the session/activity)	Expected Outputs (What will be produced during the session/activity)	Topic/Content Highlights (List the topics, themes, etc. to be covered in the session/activity)	Teaching/ Learning Methodology	Nominated Facilitator/s (Resource Persons/ Learning Team)	Resources Needed (Venue, materials, equipment, etc.)
<b>Day 2- AM &amp; PM Sessions</b>							
<b>Management of Learning</b>							
<b>08:30-09:00 AM</b>			Selected Participants				
<b>9:00- 10:30 Session 6</b>	Forecasting and Data	Data Forecasting	Participants should be able to compute the forecast for the SY 2022-2023	Forecasting Targeting Method Dashboard	Lecture	<b>Noel Torrena</b>	Projector & screen
<b>10:30- 11:00</b>	<b>Snacks</b>						
<b>11:00- 12:00</b>	Workshop on Data Forecasting						
<b>12:00- 1:00</b>	Lunch						
<b>1:00- 2:30</b>	Define what is Risk and Risk Management Identify the different types of risk and techniques for identifying risks using a risk checklist Analyze the different Risk Management Plan	Risk and Risk Management	Participants should be able to develop a Risk Management Plan	Risk and Risk Management Plan Techniques for identifying risk	Lecture Workshop	<b>Aroline T. Borja</b>	Powerpoint presentation Metacards Pictures
<b>2:30-3:00</b>	<b>Snacks</b>						
<b>3:00-4:00</b>	Participants should be able to recall the SIP Strategic Cycle	Writing the Development Plan	Draft of a School Strategic Plan	Writing the Development Plan	Lecture Workshop	<b>Dennis L. Gianan</b>	PowerPoint presentation

	Develop a School Improvement Plan.	Quality Assurance of the SIP	Quality Assurance of the Strat Plan	Lecture Workshop	Salve Templo	Metacards Photocopies of the checklist	
4:00-5:00	Participants are expected to access their own SIP.	Copy of appraisal checklist/tool	Quality Assurance of the Strat Plan	Lecture Workshop	Salve Templo	Metacards Photocopies of the checklist	
5:00-6:30	Participants should be able to prepare a Work and Financial Plan	Draft of a WFP	Work and Plan	Lecture workshop	Rey C. Bonayon	Powerpoint Metacards Copy of WFP template	
6:30- 7:30	Participants should be able to prepare a M and E Plan	Mobilization for Implementation	M and E for Strategic Plan <ul style="list-style-type: none"> <li>• Process Evaluation</li> <li>• Results Evaluation</li> </ul>	Lecture and Workshop	Mary Jean S. Romero - CES	PowerPoint presentation Worksheet	
7:30- 8:00	To provide debriefing sessions to Learning Facilitators	Debriefing Session	What went well What went right What are plans	Sharing	Sarah S. Chiong/ M & E representative	Guide questions /tool	
7:30- onwards	Closing Program Dinner						

Prepared By:

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Education Program Supervisor

Noted:

*MARY JEAN S. ROMERO*  
SGOD Chief

Recommending Approval:

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Assistant School's Division Superintendent

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Planning Officer III