



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

Email Add: catanduanes@deped.gov.ph; catanduanesdiv15@gmail.com
Website: www.depedcatanduanes.com Tel No.: (052) 811-40-63



RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date DEC 10 2018


Time: 3:25 PM

Initial/Signature: [Signature]

DIVISION MEMORANDUM

No. 342, s. 2018

TO: Assistant Schools Division Superintendent
- Chief Education Supervisors - CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

FROM:  **SOCORRO V. DELA ROSA, CESO VI**
Schools Division Superintendent

SUBJECT: **PREPARATORY ACTIVITIES IN THE CRAFTING OF SCHOOL IMPROVEMENT PLAN (SIP)
FOR SY 2019-2020 TO SY 2021-2022**

DATE: December 10, 2018

1. The School Improvement Plan SY 2016-2017 to SY 2018-2019 is about to end come March 2019. In view of this, all schools, both elementary and secondary, are advised to start gathering data using the templates listed below in preparation for the 2nd Cycle of SIP SY 2019-2020 to SY 2021-2022.
 - a) School Community Data Template
 - Annex 1A – I. School Profile Data
 - II. Situation of Children/Learners: Access – In and Out of School
 - III. Situation of Children/Learners: Attendance and Retention
 - IV. Situation of Children/Learners: Quality

Note: The Child Mapping Tool is an important tool that will help school team in gathering data from the community.

 - Annex 2A – The Child Friendly School Survey
 - Annex 2B – Child Protection Policy Implementation Checklist
 - Annex 2C – Student-led School Watching and Hazard Mapping

(Refer to your SIP Manual/Toolkit for the aforementioned templates)
2. Prior to this, School Heads should meet the School Planning Team to evaluate the school improvement projects implemented in order to determine its effectiveness in addressing the priority improvement areas identified in the SIP – Planning Worksheets. This activity should be properly documented. This will also provide a good reference in crafting the 2nd Cycle of SIP.
3. The filled-up templates should be ready by February 2019. School Heads shall ensure that the gathered data are true, accurate and validated. For more information, contact the SMM&E Section.
4. For your guidance and compliance.



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

Email Add: catanduanes@deped.gov.ph; catanduanesdiv15@gmail.com
Website: www.depedcatanduanes.com Tel No.: (052) 811-40-63



RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date DEC 10 2018


Time: 3:25 PM

Date/Signature: [Signature]

DIVISION MEMORANDUM

No. 342, s. 2018

TO: Assistant Schools Division Superintendent
- Chief Education Supervisors - CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

FROM:  **SOCORRO V. DELA ROSA, CESO VI**
Schools Division Superintendent

SUBJECT: **PREPARATORY ACTIVITIES IN THE CRAFTING OF SCHOOL IMPROVEMENT PLAN (SIP)
FOR SY 2019-2020 TO SY 2021-2022**

DATE: December 10, 2018

1. The School Improvement Plan SY 2016-2017 to SY 2018-2019 is about to end come March 2019. In view of this, all schools, both elementary and secondary, are advised to start gathering data using the templates listed below in preparation for the 2nd Cycle of SIP SY 2019-2020 to SY 2021-2022.
 - a) School Community Data Template
 - Annex 1A – I. School Profile Data
 - II. Situation of Children/Learners: Access – In and Out of School
 - III. Situation of Children/Learners: Attendance and Retention
 - IV. Situation of Children/Learners: Quality

Note: The Child Mapping Tool is an important tool that will help school team in gathering data from the community.

 - Annex 2A – The Child Friendly School Survey
 - Annex 2B – Child Protection Policy Implementation Checklist
 - Annex 2C – Student-led School Watching and Hazard Mapping

(Refer to your SIP Manual/Toolkit for the aforementioned templates)
2. Prior to this, School Heads should meet the School Planning Team to evaluate the school improvement projects implemented in order to determine its effectiveness in addressing the priority improvement areas identified in the SIP – Planning Worksheets. This activity should be properly documented. This will also provide a good reference in crafting the 2nd Cycle of SIP.
3. The filled-up templates should be ready by February 2019. School Heads shall ensure that the gathered data are true, accurate and validated. For more information, contact the SMM&E Section.
4. For your guidance and compliance.