



Republic of the Philippines
Department of Education



Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM

SGOD-PRS-UM-03-08-2023/AGT

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

FROM : By the Authority of the Schools Division Superintendent


GINA B. PANTINO
Education Program Supervisor
Officer-in-Charge 

DATE : March 08, 2023

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

1. Please be informed that the Coaching on the Crafting of the School Improvement Plan (SIP) CY 2023-2025 and Alignment to the Division Education Development Plan CY 2023-2028 is scheduled **on-site** on **March 13-14, 2023 (Zones 1 & 2) and March 15-16, 2023 (Zones 3 & 4)** at the Queen Maricel Inn Function Hall.

2. This activity aims to:

- a) Facilitate the cohesion, unity, and interconnectedness of quality basic education planning from the division level to the school level;
- b) Equip the School Heads (SHs) and Public Schools District Supervisors (PSDSes) 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, Resiliency and Well-Being) and Governance as enabling mechanisms for sustainability in the School Improvement Plan

3. The participants to this activity are the School Heads of public elementary and secondary schools in the Division, Public Schools District Supervisors and In-Charge of the District, members of the Program Management Team, and District Brigada Pagbasa Coordinators. A **Registration Fee of P 600.00** shall be charged to participants from schools (SHs), and will be collected on March 13 & 15, 2023 (Day 1). Attached are the composition of the Program Management Team, matrix of activities, list of Brigada





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Pagbasa presenters, and District Brigada Pagbasa Monitoring Tool for the BP implementation monitoring and evaluation progress report.

4. Schools are advised to prepare a **draft** of their SIP (Pre-Work) following DO 44, s. 2015 (Preparation of the Enhanced School Improvement Plan) and DepEd Memorandum dated November 27, 2018. The SIP Style Guide, Appraisal Process, and Quality Assessment Tool can be downloaded through this link: bit.ly/QAToolandStyleguide. The SIP instructional videos can be downloaded through bit.ly/SIPVideos. PSDSes shall assign **one school head** for each district to present a draft SIP on Day 2.
5. Expenses for meals and venue 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/school funds subject to the usual accounting and auditing rules and regulations.
6. For information and immediate dissemination.





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PROGRAM MANAGEMENT TEAM

| | | |
|------------------|---|---|
| Executive | Susan S. Collano Ma. Luisa T. Dela Rosa Mary Jean S. Romero Romel G. Petajen Aroline T. Borja | <i>Schools Division Superintendent</i> <i>Asst. Schools Division Superintendent</i> <i>Chief Education Program Supervisor</i> <i>Chief Education Program Supervisor</i> <i>Education Program Supervisor</i> |
| Program Managers | Anjo G. Tugay Carol P. Gil Sarah S. Chiong Rey C. Bonayon | <i>Senior Education Program Specialist</i> <i>Senior Education Program Specialist</i> <i>Senior Education Program Specialist</i> <i>Planning Officer III</i> |
| Members | Achilles V. Alberto I Elizabeth S. Urbano Liza R. Bernardo Imaculate T. Latorre Marife B. Brequillo | <i>Education Program Specialist II</i> <i>Education Program Specialist II</i> <i>Administrative Officer IV (Cashier)</i> <i>Education Program Specialist II</i> <i>Senior Education Program Specialist</i> |
| Support Staff | Dave B. Tantiado | <i>Administrative Aide I</i> |

MATRIX OF ACTIVITIES

DAY 1

March 13 (Zones 1 & 2)

March 15 (Zones 3 & 4)

| Time | Topic/Activity | Resource Person/Team |
|-------------|---|---|
| 8:00-8:10 | Preliminaries <i>Philippine National Anthem</i> <i>Prayer</i> <i>Bicol Regional March</i> <i>Catanduanes Hymn</i> | PMT |
| 8:10-8:30 | Statement of Purpose and Message | Ma. Luisa T. Dela Rosa |
| 8:30-9:00 | Message | Susan S. Collano |
| 9:00-11:00 | The School Improvement Plan: <i>Instructional Videos</i> | AVP |
| 11:00-12:00 | School Report Card (SRC) SIP Style Guide, Appraisal Process, and Quality Assessment (QA) Tool | Sarah S. Chiong |
| 12:00-1:00 | HEALTH BREAK | |
| 1:00-1:30 | DEDP 2023-2028: Overview | Aroline T. Borja |
| 1:30-2:30 | Rationale and Background | Mary Jean S. Romero Romel G. Petajen |
| 2:30-3:30 | Strategic Direction | Rey C. Bonayon Anjo G. Tugay |
| 3:30-4:30 | Performance Targets | Carol P. Gil Elizabeth S. Urbano |
| 4:30-5:00 | Organizational Capacity and Implementation Arrangement Analysis and Management of Risk / Timelines | Achilles V. Alberto I |





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DAY 2

March 14 (Zones 1 & 2)

March 16 (Zones 3 & 4)

| Time | Topic/Activity | Resource Person/Team |
|-------------|---|-----------------------------|
| 8:00-8:30 | Preliminaries <i>Nationalistic Song</i> | PMT |
| 8:30-9:30 | Basic Education Monitoring and Evaluation Framework (BEMEF) | Mary Jean S. Romero |
| 9:30-10:30 | Program Implementation Review and Performance Assessment (PIRPA) | Sarah S. Chiong |
| 10:30-11:30 | Multi-Year Guidelines on the Results-Based Performance Management System-Philippine Professional Standards for Teachers (DM 008, s. 2023) | Carol P. Gil |
| 11:30-12:00 | MATATAG Branding Guidelines and Communications Plan | Anjo G. Tugay |
| 12:00-1:00 | HEALTH BREAK | |
| 1:00-3:00 | Implementation, Monitoring, and Evaluation Progress Report of District Brigada Pagbasa Program | *District BP Coordinator |
| 3:00-5:00 | Presentation of Draft SIP | *School Head |
| | Ways Forward and CLOSING | PMT |





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DISTRICT BRIGADA PAGBASA COORDINATORS

| | Name | District | School |
|----|-------------------------|------------------|--------------------------|
| 1 | Ma. Lyn M. Broncate | San Andres East | SACES |
| 2 | Franklin S. Nazareno | San Andres West | Hilawan ES |
| 3 | Cecilia G. Camacho | Virac North | VPES |
| 4 | Glonida Marquez | Virac South | VCES |
| 5 | Noemie G. Bisco | Baras North | Puraran ES |
| 6 | Abegail S. Masagca | Baras South | Baras CES |
| 7 | Neiyen T. Temena | Bato East | Bato CES |
| 8 | -- | Bato West | -- |
| 9 | Vanessa T. Polero | San Miguel North | Mabato Central ES |
| 10 | Mary Jane T. Valenzuela | San Miguel South | Katipunan ES |
| 11 | Janine F. Cabrera | Bagamanoc North | Bugao CES |
| 12 | Lydia P. Vitalicio | Bagamanoc South | Bagamanoc RDHS |
| 13 | Rodel Tayo | Gigmoto | Dominador C. Guerrero ES |
| 14 | Guadalupe Villamor | Panganiban | Panganiban CES |
| 15 | Villa Tuibeo | Viga East | Tambognon CES |
| 16 | Perfecto M. Usero | Viga West | Burgos ES |
| 17 | Luisa D. Bao | Caramoran North | Caramoran CES |
| 18 | Marilyn O. Gud | Caramoran South | Datag Central ES |
| 19 | Jennierose T. Rodriguez | Pandan East | San Isidro ES |
| 20 | Jeson E. Lopez | Pandan West | San Rafael ES |

*A five-minute BP Progress Report will be presented by the BP District Coordinators, covering the implementation of the BP program from August 29, 2022 to March 2023, giving the data from the District Brigada Pagbasa Monitoring Tool.





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 REGION V - BICOL

DISTRICT BRIGADA PAGBASA MONITORING TOOL

| | |
|---|-----------------|
| School: | Address: |
| Name of PSDS: | Contact Number: |
| Name of District Brigada Pagbasa Coordinator/s: | Contact number: |

I. Target Outputs

| Outputs | Number | Date Started/Conducted/Distributed |
|---|---------------|---|
| Number of learners attending Brigada Pagbasa | | |
| Number of parents and volunteers oriented for Brigada Pagbasa reading remediation Program. | | |
| Number of trained parents and community literacy volunteers who regularly and actively support the Brigada Pagbasa and other activities that enhance learning outcomes. | | |
| Number of locally – relevant materials distributed in the last 6 months by Brigada Pagbasa Partners | | |

II. Target Outcome: Improved Reading Level of Learners

| Reading Level | Pre-Assessment Test (Number of learners) | Post Assessment Test (Number of learners) |
|---|---|--|
| No. of learners that cannot read any letter | | |
| No. of learners that can read letters (4 of 5 letters) | | |
| No. of learners that can read common words (4 of 5 words) | | |
| No. of learners at that can read a paragraph of 4 simple sentences (with no more than 3 mistakes) | | |
| No. of learners that can read and understand a story (2 of 3 questions answered correctly) | | |
| No. of learners that can read and understand local material (2 of 3 questions answered correctly) | | |

III. Disaggregated Data of Volunteers

| Ka-Brigada Pagbasa Volunteer | Number |
|---------------------------------|--------|
| Number of Volunteer Readers | |
| Number of Volunteer Tutors | |
| Number of Volunteer Book Donors | |
| Number of Volunteer Support | |

IV. Type of Volunteers

| Type of Volunteers | Number |
|----------------------------------|--------|
| Parent Officials | |
| Community Professionals | |
| Local Officials (Brgy/Municipal) | |
| Education Graduates | |
| Teacher Applicants | |
| Private Individuals | |
| Business Owners | |
| Others (please specify) | |

V. Major Partners (List of Organizations like INGOs, Civil Society Organizations supporting Brigada Pagbasa)

| Name of Organization | Name of Representative | Email Address | Type of Support |
|----------------------|------------------------|---------------|-----------------|
| | | | |
| | | | |
| | | | |

VI. Brigada Pagbasa Generated Resources

| Items | Quantity | Amount |
|---|----------|--------|
| Books/Reading Materials (per unit) | | |
| Hygiene Kits (per pack) | | |
| School supplies (per pack) | | |
| Food/snacks for learners | | |
| Valuation for volunteer reader Formula: Nos. of hours x rate | | |
| Valuation for volunteer tutor Formula: Nos. of hours x rate | | |
| Others (pls specify) | | |
| TOTAL AMOUNT | | |

VII. Implementation Concerns (top 5 issues encountered in the implementation)

VIII. Lessons Learned

Prepared by:

District Brigada Pagbasa Coordinator

Noted by:

PSDS

Recommending Approval:

ASDS

Approved:

ASDS

DepEd 5 _ Division Brigada Pagbasa Monitoring Tool_ 20210617_essd-spps