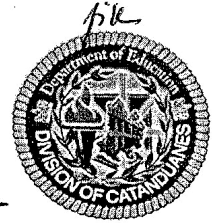


Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



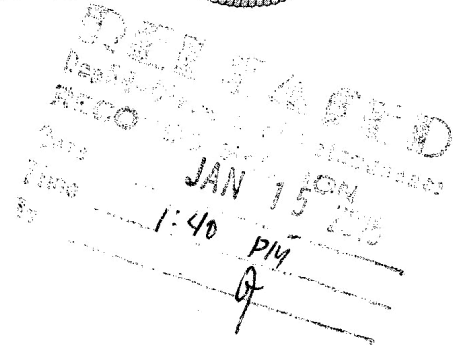
**DIVISION MEMORANDUM**

To: Public Schools District Supervisors  
Elementary School Heads

From :   
**JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent

Title: **School Improvement Plan Submission and Appraisal**

Date : January 15, 2015



In line with the move and efforts of this Division to get all schools continuously improve through engaged education stakeholders, all school heads had a re-orientation on SIP Re-crafting. For the proper use and implementation of the SIP, School Heads shall submit the finished SIP in the district office through the Public Schools District Supervisors/Coordinating Principals. The Division SIP Teams will conduct SIP Appraisal as they monitor the districts.

For information and compliance.