



October 15, 2014

DIVISION MEMORANDUM

No. 98, s. 2014

DIVISION SCHOOL IMPROVEMENT PLAN RECRAFTING

To: Education Program Supervisors
District Supervisors
Elementary and Secondary School Heads

1. In keeping with the mandate of the Department to implement initiatives to continuously improve the schools, a **Two-day Live-in Division School Improvement Plan Recrafting** will be conducted in **Five (5) Batches**. **Batch one (1)** will be conducted on **November 17-18, 2014** at a venue to be announced later.
2. This training aims to enhance the capability of school heads in the Division to take a more forward looking, decisive, purposive, and active role in crafting a school development path that reflects the desired learning outcomes of the school and community.
3. A registration fee of One thousand two hundred pesos (Php 1,200.00) shall be deducted from the school MOOE fund of each school to defray cost for materials, board and lodging. Participants from the implementing units are expected to pay the registration fee to the cashier's office chargeable to their respective school MOOE.
4. Travel and other incidental expenses relative to this training shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
5. Participants to this activity are the School Heads and one (1) Teacher of the school in the Division distributed as follows:

Batch	Participants	No. of School Heads	No. of Teachers	Total No. Participants
1	Principals Academy Participants	51	51	101
2	Virac North & South Baras North & South Gigmoto	51	51	101
3	Panganiban Bagamanoc North & South, San Andres East & West, Bato East	49	49	98
4	Bato West, Caramoran North & South, Pandan East & West, San Miguel North & South	50	50	100
5	Viga East & West Secondary Schools	48	48	96

6. Participants are expected at the venue at 7:30 am of November 17, 2014. (Batch 1)
7. Attached is Enclosure no.1 which contains the training matrix of the activity.
8. Immediate and wide dissemination of this memorandum to all concerned is desired.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent

TRAINING MATRIX
DIVISION TOT SCHOOL IMPROVEMENT PLAN RECRAFTING
 November 17-18, 2014

TIME	DAY 1	DAY 2
7:30 - 8:30	Opening Program	Annual Improvement Plan
8:00 - 9:00		
9:00 - 10 :00	SIP Overview	Monitoring and Evaluation
10:00 – 11:00	Data Interpretation	Writing SIP
11:00 – 12:00	Internal and External Assessment	Communicating SIP
12:00 – 1:00	Lunch Break	
1:00 – 2:00	Identifying School Goals and Objectives	Implementation Start Up Activity
2:00 – 3:00	Identifying Priority Improvement Areas	Closure
3:00 – 4:00	Identifying School Goals and Objectives	Home Sweet Home
4:00 – 5:00	3 Year Work and Financial	
5:00 – 6:00	Plan	