



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



October 15, 2014

DIVISION MEMORANDUM
 No. 128, s. 2014

DIVISION SCHOOL IMPROVEMENT PLAN RECRAFTING

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

RELEASED
 4th-Division of Catanduanes
 RECORDS SECTION
 DEC 01 2014
 8:00 AM

- 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 Re-crafting** will be conducted in **Five (5) Batches** scheduled as follows:

BATCH	DATE
1	November 17-18, 2014
2	December 4-5, 2014
3	December 10-11, 2014
4	December 17-18, 2014
5	January 8-9, 2014

- 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.
- Each school shall send three participants to this activity identified as follows: one (1) School Head, one (1) Teacher and one (1) member of the School governing council priority are LGU official or parent. Below is the distribution of participants by batches:

Batch	Participants	No. of School Heads	No. of Teachers	No. of SGC	No. of Facilitators	Total No. Participants
1	Principals Academy Participants	51	51	51	12	165
2	Virac North & South Baras North & South Gigmoto	51	51	51	12	165
3	Panganiban Bagamanoc North & South, San Andres East & West, Bato East	49	49	49	12	159
4	Bato West, Caramoran North & South, Pandan East & West, San Miguel North & South	50	50	50	12	162
5	Viga East & West Secondary Schools	48	48	48	12	156

- A registration fee of one thousand two hundred pesos (Php 1,200.00) shall be charged to each participants a total of **three thousand six hundred pesos (Php 3,600.00)** 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.
- 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.
- Attached is Enclosure no.1 which contains the training matrix of the activity.
- 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		Gina Pantino
9:00 - 10 :00	SIP Overview Amelia Cabrera	Monitoring and Evaluation Mary Jean S. Romero
10:00 – 11:00	Data Interpretation Jezrahel Omadto	Writing SIP Gina Pantino
11:00 – 12:00	Internal and External Assessment Sir Toots	Communicating SIP Miguel Ogalinola
12:00 – 1:00	Lunch Break	
1:00 – 2:00	Identifying School Goals and Objectives Sir Mike	Implementation Start Up Activity Amy Cabrera
2:00 – 3:00	Identifying Priority Improvement Areas Sir Manny	Integration Josefa Zafe Agreements Sir Toots
3:00 – 4:00	3 Year Work and Financial Plan Gina Custodio	Home Sweet Home
4:00 – 5:00		
5:00 – 6:00		