



Office of the Superintendent
Division Memorandum Number 21 s. 2016

DIVISION ROLL-OUT OF THE ENHANCED SCHOOL IMPROVEMENT PLAN (SIP) GUIDEBOOK and SCHOOL REPORT CARD

To: Office of the Assistant Schools Division Superintendent (ASDS)
Curriculum Implementation Division (CID)
School Governance and Operation Division (SGOD)
Elementary and Secondary School Heads
All Others Concerned

1. Realizing the importance of developing a School Improvement Plan (SIP) as an integral part of many school reform efforts, and as a mechanism to help schools perform its mandate as providers of quality and relevant basic education services, a Division Roll-Out on the Enhanced SIP Guidebook and School Report Card (SRC) will be conducted to Elementary and Secondary School Heads on **January 28-30, 2016** at **Brentwood Apartelle, Baguio City**.

2. An important feature of the SIP Guidebook is the seamless integration of the SIP and the SRC. SRC is a report that provides stakeholders a snapshot of the schools' current situation and performance, to get them involved in making a school a better learning place for all learners. (Regional Memo No. 243, s. 2015).

3. The activity aims to equip School Heads on the Enhanced SIP in order to be evidenced and results based, child and learner centered.

4 The participants to this training are:

- 66 Elementary and Secondary School heads
- 2 Chiefs (SGOD & CID)
- 10 Division SIP Facilitators

Consultants:

- SDS Francis B. Bringas
- OIC- ASDS Augustin P. Laban III

Total – 80 participants

5. The participants will be divided into two classes. Class 1 will comprise of the Elementary School Heads and Class 2 will be the Secondary School Heads to occupy venue 1 and 2 respectively.

6. Expenses to be incurred relative to the conduct of the activity shall be charged to the Schools' MOOE for the School Heads and Division MOOE for the Facilitators and staff, subject to the usual accounting and auditing procedures.

7. Participants are advised to pay the registration fee in the amount of **Php 1,900.00 to Ms. Belen Tomin**, at the Division Cashier Office on or **before January 26, 2016**.

7. The SIP Manual Reproduction will be done by the Division SIP Training Staff. You may get your copy at the ~~HRD~~ Office for your prior reading. ^{SUPPLY} or download at www.deped.gov.ph/resources/download/manuals

8. Please bring laptop; School Report Card and a copy of old SIP.

9. Immediate and wide dissemination of this memorandum to all concerned is desired.


FRANCCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent