



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



27 January 2022

DIVISION MEMORANDUM
NO. 032, s. 2022

**REORIENTATION AND CRAFTING OF
SCHOOL IMPROVEMENT PLAN (SIP) 2022-2025**

To : All School Improvement Plan (SIP) Division Appraisal Committee (DAC)
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Public Schools Planning Team (SPT)
All Interested Private Elementary and Secondary School Heads
Others Concerned

1. Cognizant with the Basic Education Development Plan (BEDP) 2030; Undated Memorandum from Office of the Assistant Secretary entitled *School Improvement Plan (SIP) Instructional Videos, Style guide, Appraisal Process, and Quality Assessment (QA) Tool*; DepEd Order 44, series 2015 entitled *Guidelines on the Enhanced School Improvement Planning Process and School Report Card (SRC)*; and DM- HROD-2022-0034 entitled *New Implementation Arrangement for the DO 44, s. 2015 (Guidelines on the Enhanced School Improvement Planning Process and School Report Card)*; this **Office through the School Governance and Operations Division (SGOD)- Planning and Research Section (PRS) in coordination with the Curriculum and Implementation Division (CID) will conduct the Reorientation on the Crafting of School Improvement Plan (SIP) 2022-2025 on 9-11 February 2022, 1:15 PM to 5:00 PM through Zoom.**
2. Zoom details are as follows:
Link: <https://bit.ly/SIP2022-2025Crafting>
Meeting ID: 872 0730 7170
Passcode: XjAk59
3. For other details, please refer to the following Enclosures of this Memorandum:
Enclosure 1 - Indicative Reorientation Matrix
Enclosure 2 – SIP Division Appraisal Committee
Enclosure 3 – Indicative SIP 2022-2025 Crafting Timelines
4. **Submission of School Improvement Plan 2022-2025 to the SIP Division Appraisal Committee (DAC) through the SGOD-PRS will be on or before 30 June 2022. Any change of SIP template or guideline from Central Office-Planning Service will be cascaded to the field accordingly.**
5. Immediate and wide dissemination of this Office Memorandum to all concerned is required.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent



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Enclosure 1 to Division Memorandum ____, s.2022

REORIENTATION AND CRAFTING OF SCHOOL IMPROVEMENT PLAN (SIP) 2022-2025
9 - 11 February 2022, 1:15 PM to 5:00 PM

INDICATIVE REORIENTATION MATRIX

TIME	ACTIVITY/PERSON-IN-CHARGE		
	DAY 1 9 January 2022	DAY 2 10 January 2022	DAY 3 11 January 2022
1:15 PM - 1:29 PM	Preliminaries Nationalistic Song (AVP) Prayer (AVP)	Preliminaries Nationalistic Song (AVP) Prayer (AVP)	Preliminaries Nationalistic Song (AVP) Prayer (AVP)
1:30 PM - 1:40 PM	Statement of Purpose and Message Federico P. Martin, EdD, CEEd, CESO V Schools Division Superintendent	Chapter 1 Department of Education Mission, Vision, and Core Values Statement	Continuation... Chapter 2 Assess Lourdes B. Lomas-e Public Schools District Supervisor
1:41 PM - 2:45 PM	Basic Education Development Plan 2030, Division Education Development Plan (DEDP), and Planning Updates Reynalyn T. Padsuyan Senior Education Program Specialist – Planning and Research	Rommel Manzano Principal I Fairview Elementary School	



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2:46 PM - 3:15 PM	Division Performance Indicator Data Elements and Division Performance Indicator Targets Olivia O. Gomez Planning Officer III		Chapter 3 Plan and School Report Card Reynalyn T. Padsoyan Senior Education Program Specialist Planning and Research
3:16 PM – 3:30 PM	HEALTH BREAK	HEALTH BREAK	HEALTH BREAK
3:31 PM - 4:30 PM	School Improvement Plan (SIP) Process Flow, Appraisal Form, Template, and Guidelines Brendalee C. Awingan Public Schools District Supervisor	School Planning Strategies for School Leaders Charis Christelle J. Go President Berkeley School, Inc.	Continuation: Chapter 3 Plan and School Report Card Reynalyn T. Padsoyan Senior Education Program Specialist Planning and Research
4:31 PM - 4:55 PM	Overview of the School Improvement Plan (SIP) Guidebook (DO 44, s. 2015) Jayrerose S. Guevara Public Schools District Supervisor	Chapter 2 Assess Lourdes B. Lomas-e Public Schools District Supervisor	Chapter 4 Monitoring and Evaluation Asuncion C. Saguid Senior Education Program Specialist School Management, Monitoring and Evaluation
4:56 PM - 5:00 PM	Closing Prayer (AVP)	Closing Prayer (AVP)	Closing Prayer (AVP)
	Facilitator: ALEJANDRO V. FERRY Teacher I	Facilitator: ROSE ANN G. SANTOS Administrative Aide VI	Facilitator: Jocelyn C. Coldeg Education Program



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Enclosure 2 to Division Memorandum ____, s.2022

SCHOOL IMPROVEMENT PLAN 2022-2025
DIVISION APPRAISAL COMMITTEE

NAME	POSITION / DESIGNATION	FOCUS CHAPTER/S FOR REVIEW
Federico P. Martin, EdD, CEEd, CESO V	Schools Division Superintendent	Approving Authority
Christopher C. Benigno, PhD	Assistant Schools Division Superintendent	1-4
(vacant)	Chief Education Supervisor School Governance and Operation Division (SGOD)	1-4
Juliet C. Sannad, EdD	Chief Education Supervisor Curriculum Implementation Division (CID)	1-4
Lourdes B. Lomas-e, EdD	Public Schools District Supervisor	1-2
Brendalee C. Awingan, PhD	Public Schools District Supervisor	1-2
Jayrerose S. Guevara, PhD	Public Schools District Supervisor	1-2
Jimmy S. Santos	Project Development Officer II	2 on Priority Improvement Areas (PIAs)
Niño M. Tibangay, PhD	Public Schools District Supervisor OIC – Education Program Supervisor School Governance and Operation Division Division School-based Management Coordinator	2-3
Olivia O. Gomez	Planning Officer III	2-3
Reynalyn T. Padsuyan	Senior Education Program Specialist - Planning and Research	2-3
Lilibeth G. Degsi	Accountant III	3 on financial aspect
Asuncion C. Saguid	Senior Education Program Specialist - School Management, Monitoring and Evaluation	4
Jocelyn C. Coldeg	Education Program Specialist II	4



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Enclosure 3 to Division Memorandum ____, s.2022

INDICATIVE SIP 2022-2025 CRAFTING TIMELINES

ACTIVITY	INDIVATIVE TIMELINE	OFFICE / COMMITTEE IN CHARGE
Reorientation on School Improvement Plan 2022-2025	9-11 February 2022	SGOD – Planning and Research Section
Crafting of SIP 2022-2025	14 February 2022 to 29 June 2022	School Planning Team (SPT)
Submission of SIP 2022-2025 to Division Office	On or before 30 June 2022	Schools/SGOD-PRS
SIP 2022-2025 review and technical assistance, if needed	4 July 2022 to 26 July 2022	SIP DAC
Revisions of SIP 2022-2025, if any	29 July 2022 to 5 August 2022	School Planning Team (SPT)
Submission/receiving of revised SIP 2022 -2025, if applicable	8 August 2022	Schools/SGOD-PRS
Approval of SIP 2022-2025	9 August 2022 to 12 August 2022	SIP DAC/ Approving Authority
Start of release of approved SIP 2022-2025 and Certificate of Acceptance	15 August 2022	SGOD-PRS



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