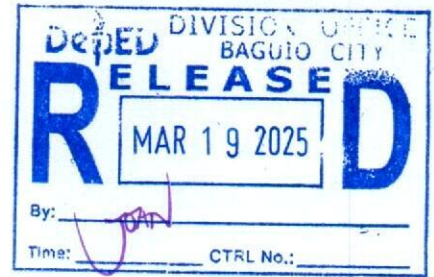




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



17 March 2025

DIVISION MEMORANDUM
 No. **195-2025**

ASYNCHRONOUS LEARNING AND CRAFTING OF THE ENHANCED SCHOOL IMPROVEMENT PLAN (E-SIP)

To : OIC-Assistant Schools Division Superintendent
 CID and SGOD Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 School Planning Team (SPT)
 All Others Concerned

1. In reference to DepEd Order No. 44, s. 2015 titled “Guidelines on the Enhanced School Improvement Planning Process and the School Report Card,” schools are mandated to craft the 3- year School Improvement Plan. This year, the existing SIPs of all public schools will end. In preparation for the coming school years, all public schools must craft the said plan for SY 2025-2026, 2026-2027 and 2027-2028.
2. School Planning Teams (SPT) are directed to watch the tutorial videos of the SIP found in this link: tinyurl.com/BAGUIOSIP. Schools may also access the said link for complete references, division targets and templates to be used.
3. Below is the timeline to be followed:

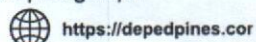
Activities	Timelines	Person responsible
Asynchronous re-orientation/learning	March 15- April 24	School Planning Team
Face-to-Face convergence	April 25	DAC, School Heads
Crafting of the SIP	April 26- June 16	School Planning Team
Submission of the SIP	June 17-20	School Heads
Review of the SIP	June 23-30	Division Appraisal Committee
Revision of the SIP	July 1-11	School Planning Team
Submission of the revised SIP	July 14-18	School Heads
Approval of the SIP	July 21-25	Schools Division Superintendent

4. Immediate and wide dissemination of this Memorandum is required.

SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent



Address: 82 Military Cutoff Rd, Baguio, Benguet, 260
 Telephone No.: (074) 665-1231
 Email Address: baguio.city@deped.gov.ph



BE OUTCOME INDICATORS

PERFORMANCE INDICATORS TARGET

KEY PERFORMANCE INDICATORS (KPIs)

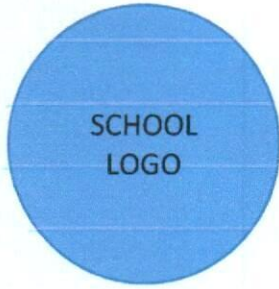
2025-2026

2026-2027

2027-2028

Gross Enrolment Rate (GER)*:	Male	Female	Combined	Male	Female	Combined	Male	Female	Combined
Kindergarten	95.75	79.71	95.63	95.95	77.94	96.25	99.23	93.16	99.56
Elementary (G1-G6)	109.15	90.50	107.90	107.86	86.92	106.72	108.22	101.31	107.25
JHS	119.91	103.96	122.28	118.24	98.74	120.40	118.27	113.59	120.35
SHS	123.71	118.67	132.94	123.71	113.58	132.27	127.09	132.67	134.92
Net Enrolment Rate (NER)*									
Kindergarten	79.71	68.40	80.86	80.68	67.19	81.98	83.95	80.89	85.36
Elementary (G1-G6)	102.66	85.27	102.49	101.47	81.57	101.37	101.73	94.51	101.78
JHS	103.01	86.80	107.69	102.20	81.57	106.72	102.93	100.78	107.32
SHS	80.64	236.76	93.25	80.89	258.02	93.08	83.38	163.95	95.26
Cohort Survival Rate (CSR) PPRD									
Elementary (K to G6)	93.38	78.72	94.12	92.82	75.42	93.43	96.78	90.71	97.40
Secondary (JHS and SHS)	86.89	75.51	88.80	89.17	74.34	90.75	92.12	88.26	93.58

Completion Rate (CR)*:									
Elementary (K to G6)	97.78	82.15	98.39	98.56	79.93	99.10	98.77	92.27	99.36
Secondary (JHS and SHS)	82.42	72.76	83.79	84.66	71.58	85.48	87.15	84.78	87.67
Retention Rate*:									
Elementary (K to G6)	99.26	83.00	99.42	99.26	80.22	99.41	100.20	93.25	100.31
Secondary (JHS and SHS)	102.10	87.53	103.60	102.80	84.97	104.16	104.73	99.46	105.92
School Leaver Rate*:									
Elementary (K to G6)	1.25	0.83	1.10	1.38	0.93	1.23	0.60	0.37	0.49
Secondary (JHS and SHS)	4.66	2.68	3.89	4.28	2.37	3.56	3.21	1.83	2.56
Graduation Rate									
Elementary	97.84	81.72	98.70	98.04	79.25	99.10	98.86	92.07	99.34
Senior High	96.82	81.39	97.30	96.99	78.62	97.34	97.37	90.91	97.71



NAME OF SCHOOL
School ID xx
School Address

**ENHANCED
SCHOOL
IMPROVEMENT
PLAN**

School Year 2026-2028

SCHOOL PLANNING TEAM

(Enumerate the members of the SPT)

RECOMMENDATION

(Name of School)

is hereby recommended for approval of the School Improvement Plan for School Years 2026-2028. Further, the school has successfully complied and met the requirements and standards of a as mandated by Department of Education (DepEd) Order 44, series 2015 entitled *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*.

Given at the Schools Division Office of Baguio City
on _____.

DIVISION APPRAISAL COMMITTEE (DAC)

CARMEL F. MERIS

Assistant Schools Division Superintendent

Nino M. Tibangay

Chief Education Supervisor
School Governance and Operation Division

Juliet C. Sannad, EdD

Chief Education Supervisor
Curriculum Implementation Division

Public Schools District Supervisor

Lilibeth G. Degsi

Accountant III

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Nieves D. Ebanio
Administrative Officer V

Belen R. Tomin
Budget Officer III

Olivia O. Gomez
Planning Officer III

Jimmy S. Santos
Senior Education Program Specialist -PRS

Cliftone C. Bangse-il
Project Development Officer II

Asuncion C. Saguid
Senior Education Program Specialist - SMME

Certificate of Acceptance

awards to

(Name of School)

for having successfully complied and met the requirements and standards of a School Improvement Plan for School Years 2026-2028 as mandated by Department of Education (DepEd) Order 44, series 2015 entitled *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*.

Given at the Schools Division Office of Baguio City
on _____.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

MESSAGE (optional)

TABLE OF CONTENTS

CHAPTER 1. Department of Education’s Vision,
Mission, and Core Values Statement

Page x

LIST OF ACRONYMS

DepEd	Department of Education
SIP	School Improvement Plan

LIST OF TABLES AND ILLUSTRATIONS

Table 1. XXXXXXXXXXXX

Page x

Illustration 1. XXXXXXXXXXXXXXXX

Page x

CHAPTER 1

Department of Education Mission, Vision, and Core Values Statement

CONTENT CHECK:

Documentation of the Vision sharing activity, their aspirations for the school and learners and their insights on DepEd VMV and Core Values

List of roles and responsibilities of all SPT member

SPT Timetable

NOTES:

Suggested number of pages: 1-2

Additional references: ESIP guidebook (pages 4-10) and SIP instructional Video 1 (preparatory phase)

****This content check box will only be used as guide and must not be printed with your SIP*

CHAPTER 2

Assess

CONTENT CHECK:

School's current situation (brief discussion) with initial List of Improvement Areas (PIAs)

List of PIAs (Annex 4)

Annex 5 or Planning worksheet-completely filled out with the following information: priority improvement areas, general objectives, targets, and root causes.

The school may also highlight their achievements in areas where they excel or perform highly, whether at the district, division, region, or national level but must not exceed 1 page in doing so.

In the planning worksheet, write the target(s) for each objective statement and identify if this will happen in Year 1, Year 2, or Year 3 of the SIP cycle (column 6th and 8th) The targets must be written in quantitative form.

NOTES:

Suggested number of pages: 3-5

Additional references: ESIP guidebook (pages 11-21) and SIP instructional Video 2 (Assess phase)

****This content check box will only be used as guide and must not be printed with your SIP*

CHAPTER 3

Plan

CHAPTER 4

Monitoring and Evaluation

CONTENT CHECK:

Project Monitoring Report Forms

Write 2-4 sentences describing the project monitoring Report Form to enlighten the readers who were not involved in the preparation of SIP.

NOTES:

Additional references: ESIP guidebook (pages 27-30) and SIP instructional Video 4 (Act phase)

ANNEXES



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
(Name of School)

Prepared by:

Reviewed:

(School Head)

(PSDS)

Recommending Approval:

Approved:

CARMEL F. MERIS

OIC- Assistant Schools Division Superintendent

SORAYA T. FACULO PhD, CESO VI

Schools Division Superintendent

School
Logo

Address
Contact Number/s
Email address



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

School Improvement Plan (SIP) Quality Assessment (QA) Tool
SY 2026 to SY 2028

Name of School Head: _____ Date of SIP Submission: _____
 Name of School: _____ Date of SIP appraisal: _____

The **SIP Quality Assessment Tool** is a tool that you will use to assess the quality of the School Improvement Plan (SIP) based on the rubrics per characteristic. The rubrics below will guide you in assessing whether the SIP meets quality standards. It does not intend to compare achievement of schools, but the degree of meeting the criteria of a good SIP; and it creates a common framework for assessing SIPs.

Instructions: Put a check mark (✓) on the box before the rubric that fits the SIP you are assessing. You may refer to the documents specified per characteristic to ensure the quality of the SIP you are assessing. Lastly, in the remarks column, **specify actions** that the school head and the SPT must take **to improve the SIP** (section or chapter), if any; and **words of appreciation if they did a good job**.

CHARACTERISTICS	REFERENCES	RUBRICS			REMARKS
		Below Expectation	Meets Expectation	Exceeds Expectation	
Chapter 1: Clarity and completeness of discussion on DepEd VMV	Minutes of the meeting NOTE: This document should contain names of attendees, records of discussion on vision sharing activity, and roles and responsibilities.	The chapter simply states the DepEd VMV.	The chapter clearly articulates the SPT's understanding of the VMV and their aspirations for the school and learners; and states their roles and responsibilities that will contribute to the attainment of the school goals where all members collaborate.	The chapter clearly stipulates the SPT's understanding of the VMV and their aspirations for the school and learners; and commits to perform their roles and responsibilities for the attainment of the school goals where all members collaborate.	



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<p>Chapter 2: Clarity and completeness of discussion on School's CURRENT SITUATION</p>	<p>SCDT Templates (Annexes 1A - 2C)</p> <p>School Report Card</p> <p>Gap Analysis</p> <p>Template (Annex 3)</p> <p>Previous SIP (if applicable)</p>	<p>The chapter presents accurate and updated school and community data but the discussion on its connection to the school's current situation is not clear.</p>	<p>The chapter presents accurate and updated school and community data with clear discussion on its connection to the school's current situation.</p>	<p>The chapter presents accurate and updated school and community data with clear discussion on its connection to the school's current situation, highlighting alarming data that need to be prioritized for improvement.</p>	
<p>Chapter 2: Alignment and Relevance of PRIORITY IMPROVEMENT AREAS (PIAs) to Intermediate Outcomes (IOs)</p>	<p>Prioritization Template/ Rubrics (Annex 4)</p> <p>Planning Worksheet (Annex 5)</p>	<p>The chapter presents PIAs based on the situational analysis, but are not aligned to IOs.</p>	<p>The chapter presents PIAs that are aligned to IOs based on situational analysis; and uses the prescribed rubric.</p>	<p>The chapter presents PIAs that are aligned to IOs based on situational analysis; and uses the prescribed rubric; with concise discussion on why such PIAs were selected.</p>	
<p>Chapter 2: Responsiveness of the GENERAL</p>	<p>Planning Worksheet (Annex 5)</p>	<p>The chapter presents objectives that are not responsive to PIAs.</p>	<p>The chapter presents "SMART" objectives</p>	<p>The chapter presents "SMART" objectives that are responsive to PIAs;</p>	



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OBJECTIVES to PIAs			that are responsive to PIAs.	and those applicable are aligned with the Division targets.	
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DIVISION APPRAISAL COMMITTEE

CARMEL F. MERIS
 OIC-Assistant Schools Division Superintendent

NINO M. TIBANGAY PhD
 Chief Education Supervisor, SGOD
 Chapter Reviewed: 1-4

JULIET C. SANNAD, EdD
 Chief Education Supervisor, CID
 Chapter Reviewed: 1-4

(PSDS In charge of the District)
 Chapter Reviewed: 1-4

BELEN R. TOMIN
 Budget Officer III
 Chapter Reviewed: 3

LILIBETH G. DEGSI
 Accountant III
 Chapter Reviewed: 3 - Financial Aspect

CLIFSTONE K. BANGSE-IL
 Project Development Officer
 Chapter Reviewed: 2 - PIAs

JERRY C. YMSON
 Education Program Supervisor
 SGOD
 Chapter Reviewed: 2-3

OLIVIA O. GOMEZ
 Planning Officer III
 Chapter Reviewed: 2-3

JIMMY S. SANTOS
 Senior Education Program Specialist, PR
 Chapter Reviewed: 2-3

ASUNCION C. SAGUID
 Senior Education Program Specialist, SMME
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DepEd Tayo Baguio City



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