



January 3, 2017

Division Memorandum

No.: 002 s. 2017

**FINAL CALL FOR THE SUBMISSION OF THE  
ENHANCED SIP CYCLE 3**

To: All School Heads – Public Elementary and Secondary School  
School Planning Team, Area Consultants  
Division Appraisal Committee and Division Quality Assurance Team

1. Pursuant to DepEd Order No 44, series of 2015, the School Improvement Plan (SIP) of the Schools shall begin its new SIP cycle using the enhanced planning process starting January 2016 (the start of the SIP cycle 3).
2. It's been a year since the crafting of our Enhanced SIP Cycle 3 that there is a need to finalize it for its approval and implementation. The following schools are advised to submit their Enhanced SIP to the Division Appraisal Committee on or before January 13, 2016 as a **final call** for submission:
  - a) Taloto Elementary School
  - b) Manga National High School
  - c) Mansasa National High School
  - d) San Isidro National High School
  - e) San Isidro Elementary School
  - f) Cabawan Elementary School
3. Schools who have submitted for finalization are requested to submit their corrected final draft on or before **January 16, 2017** to the School Governance and Operations Division (SGOD) for Rapid Appraisal and Quality Assurance prior to its approval.
4. We are reiterating the content of DepEd Order No 44 series of 2015 section 6 ... "The participation and involvement of the school head, teachers, and staff in the planning and implementation of the SIP and SRC may be included in the RPMS as performance objectives under corresponding Key Result Areas. It can be incorporated in the IPCRF of the teachers involved and OPCRf of the School head." This is to recognize the efforts of the School Planning Team in making the school a better place for learning.
5. The implementation of development activities during the School Improvement Planning such as the Continuous Improvement Process (CIP), consultation with stakeholders, inclusion of the programs on CPP, DRRM and WINS, the creation of Learning Action Cells (LACs), and the preparation of the School Report Card (SRC) to be undergone by the School Planning Team as part of the preparation for the plan is highly expected as an output.

6. Area Consultants, Division Appraisal Committee and Quality Assurance Team under the School Governance and Operations Division (SGOD) are expected to create support mechanisms to the schools using the SIP Guidebook and to guide in updating their current Annual Improvement Plan (AIP).

7. For your information, guidance and strict compliance.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent 