



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran



Email Add: tagbilaran@deped.gov.ph
Telefax # (038)-501-9449 Tel # (038)-235-6239; (038) 411-3297

April 11, 2017

DIVISION MEMORANDUM

No. 228 s. 2017

**ENHANCED SCHOOL IMPROVEMENT PLAN (SIP)
SUBMISSION CALL UP**

To: OIC, Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Public School District Supervisor
Education Program Supervisors
Public Elementary and Secondary School Heads/Principals

1. Last year 2016, the Division of Tagbilaran City conducted SIP training workshops and writeshops to the 24 school planning team to comply with the 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). With all the efforts in the school, most of the SIP submitted failed to comply with the specific standards and were lagging behind in the implementation. Now, we will be assuring that our SIP will be finalized for the 2nd Year of implementation.

2. With these, we are fast tracking the processes. We have already finished the Rapid Appraisal and prior to the acceptance of the SIP by the Schools Division Superintendent, SIP Appraisal, Review and Evaluation shall be conducted. Attached is the Process Flow of the SIP and the composition of the Appraisal Committee for your guidance.

3. Only one (1) copy of the SIP per school shall be submitted and accepted for appraisal, review and evaluation. The Education Program Supervisors and District Supervisor assigned in each school have already conducted its Rapid Appraisal and review. All Annexes should be present and complied within the month of April, 2017 and by May 1-30, 2017 the Division Appraisal Committee will conduct the Review and Evaluation using the Assessment tool attached herewith.

4. Immediate and wide dissemination with this memorandum is directed.

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

For and in behalf:


DR. MARCELO K. PALISPIS
OIC to the Office of the ASDS

SGOD/lem

DEPARTMENT OF EDUCATION
School Improvement Plan (SIP) Quality Assessment Tool

Output Checklist		Available?	Reviewer Comments
Preparatory Activities			
1	School- Community Data Template		
2	School Report Card		
4	List of SPT members		
3	Documentation of vision sharing		
5	List of SPT with roles and responsibilities		
Style and Language			
6	Gap Analysis Template		
7	Priority Improvement Area (PIA) Template		
8	Planning Worksheet		
8.1	Intermediate Outcomes		
8.2	Priority Improvement Areas		
8.3	General Objectives		
8.4	Root Cause		
8.5	Timeframe		
9	Project Team members with roles and responsibilities		
10	Documentation of listening to the voice of the learners		
11	Flowchart of school processes relevant to each PIA		
12	Project Work Plan and Budget Matrix		
13	Annual Implementation Plan		

ENHANCED SIP RAPID APPRAISAL FORM

Name of School: _____

Name of School Head/Principal: _____

Endorsement and Message

Item	Description	Criteria	Rapid Appraisal	Comments/Observations
I.	SPT endorsement for acceptance by the SDS.	<ul style="list-style-type: none"> Participatory planned with complete signatures. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
II	Message	<ul style="list-style-type: none"> Is the message data-based, holistic and clear of its direction? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Chapter 1- VMG and CORE Values

Item	Description	Criteria	Rapid Appraisal	Comments/Observations
I	Vision statement	<ul style="list-style-type: none"> Is the Vision shared and understood by all based on data and prioritized areas for improvement? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
II	Mission Statement	<ul style="list-style-type: none"> Does the mission statement influence the priority programs and projects? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
III	Core Values	<ul style="list-style-type: none"> Do the core values present in the entirety of the plan? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

II. School's Current Situation

Item	Description	Criteria	Rapid Appraisal	Comments/Observations
II-A	Personnel (Content)	<ul style="list-style-type: none"> Is the Situational Analysis of Human Resources logical and complete? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Item	Description	Criteria	Rapid Appraisal	Comments/Observations
II-B	Physical facilities (Content)	<ul style="list-style-type: none"> Is the Situational Analysis of Physical Facilities logical and complete? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
II-C	Fiscal Management	<ul style="list-style-type: none"> Are the resources mobilized and managed in linkage to the VMG and the schools priority need/s? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
II-D	Performance Indicators	<ul style="list-style-type: none"> Are the Performance indicators valid and linked to the VMG and Situational Analysis? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

III- Planning Worksheet

Item	Description	Criteria	Rapid Appraisal	Comments/Observations
III- A	Priority Improvement Areas (Process)	<ul style="list-style-type: none"> Have appropriate processes been used to develop the priority areas? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
III-B	Priority Improvement Areas (Content)	<ul style="list-style-type: none"> Are the priority areas clearly stated with an evident linkage to the VMG? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
III-C	Priority Improvement Areas (Validity and Feasibility)	<ul style="list-style-type: none"> Is there an evident linkage to Division Priorities (Improved Educational Quality, Access to Schools, Improved Educational Service Delivery, and Equity and to the Situational Analysis and VMG? Are the priority areas directed 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	

Item	Description	Criteria	Rapid Appraisal	Comments/Observations
		towards improving school effectiveness?		
		<ul style="list-style-type: none"> ▪ Are the projects identified following the basic principles of continuous improvement? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

IV. Monitoring and Evaluation

Item	Description	Criteria	Rapid Appraisal	Comments/Observations
IV-A	Project Design teams' organization Implementation and Monitoring and Evaluation (Process)	<ul style="list-style-type: none"> ▪ Was an appropriate process used to identify project design teams' organization implementation requirements and the M& E system? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
VI.A	Project Design Teams Organization Structure Required (Content)	<ul style="list-style-type: none"> ▪ Are sufficient details provided of the C.I project design implementation structure? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
VI.B	Monitoring and Evaluation (Content)	<ul style="list-style-type: none"> ▪ Is the M&E plan comprehensive and complete? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
VI. A & B	Project Implementation, Monitoring and Evaluation (Validity and Feasibility)	<ul style="list-style-type: none"> ▪ Is there a clear linkage between the SIP priority improvement areas and the CI projects design implementation structure and the M&E plan? ▪ Are the project design implementation structure and the M&E Plan technically, financially and managerially feasible? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	

LIST OF ENHANCED SIP ANNEXES

SIP Annex 1A	- School Community Data
SIP Annex 1b	- Child Mapping Tools
SIP Annex 2A	- Child Friendly School Survey
SIP Annex 2B	- Child Protection Policy
SIP Annex2C	- Student Led Watching & Hazard Mapping
SIP Annex 3	- Gap Analysis Template
SIP Annex 4	- Priority Improvement Areas
SIP Annex 5	- Planning Workshop
SIP Annex 6	- Guidelines for Voice of Learners & Stakeholders
SIP Annex 7	- Walk the Process Guidelines
SIP Annex 8	- Root Cause Analysis
SIP Annex 9	- Project Work Plan & Budget
SIP Annex 10	- Annual Implementation Plan
SIP Annex 11	- School Report Card Summary of Information
SIP Annex 12A	- School Report Card Template (Basic)
SIP Annex 12B	- School Report Card Template (advanced)

Action of the Division Appraisal Committee: Passed? YES - /___/ NO- /___/

Education Program Supervisor In-Charge

DIVISION SGOD APPRAISAL COMMITTEE:

DR. MARCELO K. PALISPIS
(Chairman)

DR. BEATRIZ C. LUGA
Chief, SGOD

DR. ELISEA DELA G. TORRE
Chief, CID

LIZA E. MAQUILING
(Member-Planning)

DR. FILOMENA TANGGAAN
(Member - HRDD)

AURELIA A. CLAMONTE
(Member- PSDS)

JAY B. CAGAS
Member - M & E

DR. AQUILINO MILAR
Member - M & E

